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SURING PUBLIC SCHOOL DISTRICT

810

GOALS FOR SCHOOL-COMMUNITY RELATIONS

The Board shall interpret the educational program to the people and invite discussions and suggestions on important educational policies, and shall attempt, at all times, to represent the entire community rather than any single group or section. To this end the Board establishes the following school community relations goals:

1. To develop intelligent citizen understanding of the school system in all aspects of its operation.
2. To determine how the citizenry feels about the school system and what it wished the school system to accomplish.
3. To develop citizen understanding of the need for adequate financial support for a sound educational program.
4. To help citizens assume a more direct responsibility for the quality of education the school system provides.
5. To earn the good will, respect, and confidence of the citizenry in the personnel and services of the school system.
6. To bring about citizen understanding of the need for the improvement and what must be done to facilitate essential change.
7. To involve citizens in the work of the Board and the solving of its educational problems.
8. To invite the assistance, cooperation, and understanding of elected and appointed town officials and committees in the development of educational programs and facilities.
9. To promote a genuine spirit of cooperation between the Board and community in sharing leadership for the improvement of the community.

APPROVED: DECEMBER 13 1995

SURING PUBLIC SCHOOL DISTRICT

811

Community Involvement in Decision Making

The Board shall encourage the involvement of citizens both as individuals and as groups to act as advisors and resource people through such means as written suggestions, presentations at hearings, responses to surveys, comments at Board meetings and service on advisory committees.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

811.1

Parent Involvement

The Suring Public School District is committed to a continuing goal of providing quality education for every student. The board recognizes that a child's education is a shared responsibility with the community. To meet the goal of a quality education for every student, the district understands the importance of the school, community, and parents working together as knowledgeable partners.

The Suring Public School District in collaboration with parents, shall establish, develop, and maintain programs and practices that encourages parent involvement reflecting the needs of students and families. The school will comply with federal guidelines for involvement of parents with students who have identified special needs.

The Suring Public School District recognize that there are many ways in which parents can become involved with their child's education. Both at-home activities and those which take place at school or in the community are valuable. Reading to children at home and talking with them are as important as volunteering at school and serving on advisory committees. Many types of parent involvement are needed to help all students succeed.

APPROVED: APRIL 10, 1996
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

820

PUBLIC INFORMATION PROGRAM

To insure that the people of the community are intelligently informed of the needs, purposes, value, and status of the educational program, the Board will work toward achieving these goals:

1. To establish and support appropriate and effective communication between the administration and other district employees.
2. To inform the general public about school policies, programs, objectives, and plans for the future.
3. To establish and support a productive and effective school/community organization.
4. To serve and support other district programs.

The district will, among other functions, (a) provide the appropriate liaison service between the school district and the mass media; (b) support, plan, and execute appropriate direct school/public communications; (c) assess the public's knowledge and attitudes, and utilize this information in planning the public information program; (d) provide an organizational framework within which parents, teachers, and students will be encouraged to work cooperatively in planning, implementing, and evaluating the programs of their schools; (e) provide the production services required to support and improve the instructional program, business, administrative, and personnel services, and (f) assist with the publicity for all district programs as requested.

The Board instructs the superintendent to implement and maintain effective and appropriate procedures for prompt dissemination of information about actions taken at Board meetings.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

821

News Media Relations

Information concerning the Suring school and its operation is public information. It is in the interests of both the school community and the electors of the district that there is free and open communication at all times with news media.

Employees should feel free to contact and to be contacted by news media personnel. Employees so contacted should feel free to respond within the realm and scope of their personal responsibility and knowledge. Employees should not attempt to answer for other offices and discuss topics with which they are not familiar or topics which are outside their scope of responsibility.

The Suring school is expected to operate according to the Wisconsin “open meeting” statute. The administrative staff is directed to send notices of board meetings and meeting agenda to news representatives of area newspapers and all other bonafide representatives of the media who request delivery at the same time such notices and agenda are delivered to members of the board.

LEGAL REF.: Wisconsin Statutes Section 19.81
CROSS REF.: 171.1, Public Notice of Meetings
821.1, News Media Services at Board Meetings
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

821.1

News Media Services at Board Meetings

The Board encourages the attendance of news media representatives at all meetings except executive sessions or negotiations sessions provided for by statute and covered in the SEA/Board Master Agreement.

1. A copy of the agenda will be sent in advance to members of the working press who request it. All reports approved by the Board shall be considered matters of official record and available to the media.
2. Questions from the media representative will not be taken while meetings are in progress. After the meeting questions may be answered by the Chairman or other designated Board member to clarify any discussion or action.
3. When individual Board members decline requests for information about Board meetings, members shall refer the questioners to the Board president or superintendent who shall be spokesperson for the Board except as he/she delegates this responsibility to others.
4. Representatives of the media not in attendance at a meeting shall be provided upon request with a summary of Board actions.

APPROVED: DECEMBER 13, 1995

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

821.2

Broadcasting and Taping of Board Meetings

Radio and television stations desiring to report proceedings of regular public meetings of the Board from the floor of the meeting room are requested to seek approval from the Board president at least 24 hours before a meeting is held so that necessary arrangements can be made.

LEGAL REF.: Wisconsin Statutes Section 19.90
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

821.3

Sports and Special Events News Coverage

All rights for radio broadcasting and telecasting of any school-sponsored events of the Suring Public School District are inherent in and the property of the School Board.

Arrangements for broadcasting and telecasting of school-sponsored events must be presented to and approved by the Board or its designated agent, the superintendent, each event being considered individually and in accordance with the responsibility of the Board.

There shall be no advertisements of tobacco, beer or other alcoholic beverages in connection with any broadcast or telecast of any school event originating in the Suring Public School District and involving teams or organizations representing the district.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

822

News Releases

All publicity released by or on behalf of the Suring Public School District, except accounts of students activities, parent organization notices, and columns written regularly by individual students or staff members for the school paper, shall be cleared through the principal.

APPROVED: DECEMBER 13, 1995

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

822.1

School-Sponsored Information Media

Publications issued by and in the name of the Suring Public School District shall reflect the high regard and aspirations of our people for their school. There must be no compromise with high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected so long as the main purpose is not jeopardized.

Regular and special radio and TV programs shall be consistent with the goals of our school and the instructional guides approved by the Board. It is important that such programs also reflect the high regard and aspiration of our people for their school.

APPROVED: DECEMBER 13, 1995
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

822.2

Use of Students in Public Information Program

The participation of students in interpreting the educational program of the school to the community shall be encouraged, with the understanding that:

1. Students shall not be exploited for the benefit of any individual or group.
2. Students shall participate only in appropriate situations.
3. The use of students shall always be evaluated in terms of the effect on the child.
4. Students shall not solicit or promote school district issues.
5. Parent permission will be obtained for the use of students in public information programs when deemed necessary.

APPROVED: DECEMBER 13, 1995

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

823

Access to Public Records

The School District Administrator has been designated as the legal custodian of records for the Suring Public School District. The school district secretary has been designated as the deputy to act as legal custodian of records in the absence of the legal custodian or as otherwise required to respond to request for records.

The legal custodian is vested by the Suring School Board with full power to render decisions and carry out the duties of the Suring School Board under the Public Records and Property Law.

Requests for access to records shall be referred to the official legal custodian. The legal custodian will determine whether the records of the Suring Public School District must be made available for inspection and/or copying for a requestor or whether the request will be denied.

LEGAL REF.: Wisconsin Statutes 19.85
APPROVED: OCTOBER 12, 1982
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

823-Rule

Access to Public Records Procedures

A. The Suring Public School District has established procedures regarding the release, inspection and/or reproduction of public records as follows:

-After the receipt of any written request for access to the public records of the Suring Public School District, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request should be responded to within five (5) working days.

-If a request is denied, it will be denied in writing not later than five (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.

-If any records of the Suring Public School District are requested which are necessary for the day-to day operation of the Suring Public School District, then the official legal custodian may arrange for the records to be inspected after normal working hours.

-If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

-Any requests for computer records of the Suring Public School District will be referred by the official legal 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.

B. The District Administrator as legal custodian and the deputy legal custodian [will not respond to oral requests for records of the Suring Public School District,] and, therefore, all requests for any records of the Suring Public School District [must be submitted in writing] to the official legal custodian. It is not necessary that any person requesting access to the records of the Suring Public School District identify himself or herself in order to obtain a records, nor need any person requesting access to the records of the Suring Public School District state any reason for his or her request.

SURING PUBLIC SCHOOL DISTRICT

823-Rule

Access to Public Records Procedures cont.

- C. Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing (oral requests may be denied orally Section 19.35(4)(b) Wisconsin Statutes) and the reason for denial shall be stated in the written denial.
- D. Any person shall have not only the right to inspect the records of the Suring Public School District, but also the right to receive a reproduction of such records. In the event that a person files a request for reproduction of any of the records of the Suring Public School District, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the Suring Public School District relative to the costs of producing any of the records of the Suring Public School District are as follows:
- E. Fee Schedule
1. Costs of Locating Documents:
Most of the Suring Public School District's records are readily available and can be located in a relatively short period of time. There will be no fee upon a person who requests records if the costs of locating that record do not exceed \$50.00.

The District Administrator will determine the cost of locating a records by using the hourly rate of \$8.00/hour for employees involved in attempting to locate the record.
 2. Reproduction Expenses:
 - a. Costs of copying and reproduction of records where equipment is available.
 - (1.) 10¢ per page.
 - (2.) There will be no cost charged for clerical employees' time in photocopying any fewer than 25 copies.
 - (3.) If more than 25 pages are to be copied, then an hourly charge of \$5.00/hour shall be paid in advance by the person making the request on a ¼ hourly basis.
 - (4.) The actual cost to the Suring Public School District of the tapes or other medium used for reproduction shall also be paid by the person making the request.

SURING PUBLIC SCHOOL DISTRICT

823-Rule

Access to Public Records Procedures cont.

- b. Costs of reproduction of records where equipment is not available within the Suring Public School District.
 - (1) If equipment necessary for any reproduction is not available within the Suring Public School District, then the Suring Public School District will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the Suring Public School District to the third party vendor.
 - (2) Items in such a situation would include but would not be limited to audio or videotape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.
 - (3) The actual cost to the Suring Public School District of the tape or other medium used for reproduction shall also be paid by the person making the request.

3. Disputes:

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

4. Payment of Fees:

- a. The official legal custodian of the records of the Suring Public School District may require the payment of costs provided herein in advance, if the total amount exceeds \$5.00. (Section 19.35(3)(4) Wisconsin Statutes)
- b. The official legal custodian of the records of the Suring Public School District may, in his/her discretion, elect to waive the imposition of the costs provided for herein.

APPROVED: OCTOBER 12, 1982
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

823-Exhibit

Official Notice to the Public

Pursuant to Wisconsin Law, this Notice has previously been adopted by the Suring Public School District, which is a School District organized and existing pursuant to Chapter 120.001-120.23, Wis. Stats.

The School Board of the Suring Public School District has directed that this Notice be placed in prominent and conspicuous locations throughout the School 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 of the records of this District.

THE SURING PUBLIC 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 SURING PUBLIC SCHOOL DISTRICT.

1. The Suring School Board has designated the District Administrator as the official legal custodian of the records and property of the Suring Public School District, except that the officers of the School Board shall be custodians of their own records and each School Board member shall be custodian for his/her own records. The School District Secretary is designated as the deputy to act as legal custodian of records in the absence of the legal custodian or as otherwise required to respond to request for records. The names of the individuals presently holding these positions can be obtained by contacting the District Office of the Suring Public School District which is located at the following address: Suring Public School District, PO Box 158, 411 E. Algoma Street, Suring, Wisconsin 54174, Telephone: 920/842-2178.
2. Any public record of the Suring Public School District will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the official legal custodian are from 7:30 a.m. to 4:00 p.m., Monday through Friday. No original public records of the Suring Public School District shall be removed from the possession of the official legal custodian. The official custodian shall be responsible for designating where, when and how the public records of the Suring Public School District may be inspected and copied. However, the decisions of the official custodian of the records shall be governed by this Notice. A list of fees is available at the school district office.

APPROVED: OCTOBER 12, 1982
 REVISED: JULY 11, 2001
 REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

824

School Sponsored Information Media

824.1

Creating and Placing Web Pages on the World Wide Web (WWW)

Internet Access for the Suring Public School District provides an opportunity for students and staff members to contribute to the Suring Public School District presence on the World Wide Web. Web page authors must familiarize themselves with this policy as well as copyright laws and electronic copyright restrictions. Building Administrators, District Level Administrators or their designees are responsible for final web page approval.

District Web Site

The district web server and district related web pages will be maintained by Technology staff personnel. Any questions concerning district maintained web pages should be directed to the Technology Coordinator. All web pages posted on the district web server are required to meet this policy as well as all other Suring Public School District Board Policies.

School Web Pages

The school may establish web pages that present information concerning school or class activities for posting on the district web site. The school principal will designate an individual to be responsible for coordinating, managing, and uploading the school web site. Henceforth, this person will be referred to as the school WEBMASTER. Teachers will be responsible for submitting all web pages to the WEBMASTER for uploading to the district web server. WEBMASTERS will be responsible for insuring that all submitted web pages have been approved by the principal or his/her designee and meet this and all other district policies. Any links to web pages that are not specifically curriculum-related should be limited to information about other youth activities, agencies, or organizations which are known to be devoted to community interests or child welfare, and are non-profit and non-discriminatory. Commercial web links will be allowed as long as the commercial site has educational value.

Student Web Pages

Student web pages are acceptable for posting only as part of a class project and with specific permission from a sponsoring teacher. Student web pages will be part of the school's web site and must be linked appropriately. The school principal or designee, sponsoring teacher, and school WEBMASTER will determine if the web page is appropriate and conform to district policies. School web pages must include the following notice prior to linking to any student web page: "This is a student web page. Opinions expressed on this page shall not be attributed to the Suring Public School District." The student web page must be linked or contain the sponsoring teacher's name and e-mail address.

SURING PUBLIC SCHOOL DISTRICT

824.1

Creating and Placing Web Pages on the WWW cont.

Extracurricular Organization Web Pages

With the approval of the school's principal or designee, extracurricular organizations may present their organization's material as part of their school's web page. The individual school WEBMASTER will establish a process and criteria for the establishment and posting of materials, including pointers to other sites, from these pages. Organizational material presented on the school's district web page must relate specifically to the extracurricular organization. School web pages must include the following notice prior to linking to any extra curricular web page: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the Suring Public School District."

School Webmasters

Defined: A WEBMASTER is the person who is responsible for the content and publication of their school World Wide Web home page upon final approval of the school principal or designee. The school WEBMASTER will be responsible for receiving the principal or designee's approval prior to transferring the files to the district web site. Only trained WEBMASTERS will be given FTP passwords to the school's web site folder.

WEB PAGE Requirements

- Web pages should be free of spelling and grammatical errors.
- Web pages should be kept current and up-to-date. Links should be checked regularly.
- The web page must contain the e-mail address of the person(s) responsible for the web page or update.
- Web pages should not contain links to other web pages not yet completed.
- Graphics should be kept to a minimum. Pages will be restricted in size of space on the web server in order to allow all staff, students and organizations to have equitable access.
- Web pages should be a maximum of four scrolling screens.
- All links should be curriculum related. School WEBMASTERS will be responsible for following all student created web page direct links prior to uploading web pages to the district web site in order to insure that all links follow district guidelines. All copyright laws must be followed when posting web pages to the district's web site.

SURING PUBLIC SCHOOL DISTRICT

824.1

Creating and Placing Web Pages on the WWW cont.

- Web page documents may include only the first name and the initial of the student's last name. Documents may not include a student's phone number, address, name of other family members, or full names of friends. Students may link to fellow students web sites on the district server provided they use only the first name and last initial of the fellow student. Student pictures may not be published without written consent from parents/guardians. At no time should a student's home address, or phone number appear on a school or district web page. Student's school e-mail addresses may be displayed on the student's web page for feedback purposes.
- Principals or designees, sponsoring teachers, and finally WEBMASTERS are responsible for web page approval. WEBMASTERS will be the only persons allowed to upload web pages to the district's web site. Uploading a student web page to the district server will indicate that the school's WEBMASTER and sponsoring teacher agree on the appropriateness of a web page. If there are questions or concerns regarding the appropriateness of a web page, these concerns should be directed to the school's principal or his/her designee.
- Links may not point to objectionable material.
- The district Acceptable Use Policy must be followed.
- Students may not submit web pages directly to the school WEBMASTER. Students wishing to submit web pages to the school web site must have a sponsoring teacher.

CROSS REF.: 363.2, Network Acceptable Use Policy
APPROVED: FEBRUARY 13, 2002
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

824.1-Rule

Webmaster Duties

- ▶ Update the web site on a regular basis. A minimum of one hour per week will be spent updating the site.
- ▶ Confirm the documents posted meet the Suring Public School District web site policy.
- ▶ Consult with administration to be sure the documents follow web site policy.
- ▶ Confirm that the information is written so that it is clearly understood and meets proper standards of grammar, spelling, and punctuation.
- ▶ Advise faculty of appropriate material to be included on the web page.
- ▶ Keep up-to-date list of parent permission forms for student work and publish the list to the teachers.
- ▶ Keep up-to-date list of faculty and staff consent forms.

APPROVED: FEBRUARY 13, 2002

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

824.1-Exhibit

Parent Permission for World Wide Web Publishing of Student Work

Name of Student _____

Date _____

The Suring Public School District maintains a Web site to post information of interest about the district school activities and to share student work with the community.

The District's URL is www.suring.k12.wi.us

We may want to use your students' photo, writing or artwork on the school Web page. People on the Internet can view these documents, so we are requesting your permission for use. For security reasons, only first names and last initials will be used on any pages. No student addresses, telephone numbers or personal/home e-mail addresses will appear on the pages.

I grant permission for work to be published on the World Wide Web as described above as long as my child is enrolled in the Suring Public School District or until removal is requested in writing.

Name of parent or guardian _____ Date _____

I, the student, also give my permission for such publishing.

Name of student _____ Date _____

APPROVED: FEBRUARY 13, 2002

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

824.1-Exhibit

Employee Permission for World Wide Web Posting

Name of Employee _____

Date _____

The Suring Public School District maintains a Web site to post information of interest about the district school activities and to share student work with the community.

The District's URL is www.suring.k12.wi.us

As an employee of the district, you will find your name, school telephone number and school e-mail address on the web site. We would like to include your picture; people on the Internet can view these documents, so we are requesting your permission to place your picture on the web site.

If you receive an award or an honor we may want to use your photo, writing or artwork on the school Web page. You will be able to grant permission for such use on an individual basis.

I grant permission for my picture to be on the Suring web site as long as I am working in the Suring Public School District or until removal is requested in writing.

Name of employee _____ Date _____

APPROVED: FEBRUARY 13, 2002

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

830

COMMUNITY USE OF SCHOOL FACILITIES

The Suring Board of Education has control and supervision of the public school in the district and may grant the temporary use of it by residents and community groups when such use does not interfere with the instructional program and the prime purpose of the facilities.

All applications for the use of school facilities will be referred to the Board or the Board's designee for action. Use of facilities by the school and by school-related organizations will take precedence over all other uses.

Organizations using school facilities will be required to sign an indemnification and hold harmless agreement. The organizations will be responsible for the proper conduct of all persons attending the event, for immediate restoration of school property in event of any damage, and (for liability insurance covering all persons in attendance.) Be aware that the user is primarily liable; the School Board secondarily liable...(Statute 120.13(17) Wisconsin Statutes)

Rental of School Facilities

The Board may authorize the rental of school facilities to nonstudent, responsible organizations that are nonpartisan, nonsectarian, and nonexclusive for events to which an admission fee is charged. The profits from such admission fees are to be used to assist in the promotion of charitable or civic enterprises.

Fees may not exceed actual costs, as determined by the board (Section 120.13(17) Wisconsin Statutes) Fees will be sufficient to cover operational expenses and a reasonable amount for overhead.

Free Use of School Facilities

The Board will allow the use of school facilities without payment of a rental fee for the open presentation and free discussion of public questions, or for the promotion of public health by instruction in physical culture and hygiene or by physical exercise by organized groups that are nonpartisan, nonsectarian, and nonexclusive organizations. All such gatherings will be free to the public. The Board will provide without charge light, heat, and janitor service when necessary.

The Board may grant the request of any responsible adult, who is a resident of the district, to use the school buildings or grounds for such meetings as will, in the judgment of the board, aid in the promotion of the wellbeing of children and adults of the district.

The Board may also provide for the use of buildings and grounds by classes under Northeast Wisconsin Technical College. The charge for use of buildings and grounds will be in accordance with rates set by NWTC and agreed upon by school authorities.

SURING PUBLIC SCHOOL DISTRICT

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COMMUNITY USE OF SCHOOL FACILITIES cont.

LEGAL REF.: Wisconsin Statutes Sections 120.12(9)(10), 120.13(17)(19)(21)
CROSS REF.: 731, Building and Grounds Security
830, Community Use of School Facilities
831, Tobacco Use on School Premises
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

830-Rule

Guidelines for Use of School Facilities

The following regulations will govern the public use of school facilities:

General Conditions

1. School facilities must be used for the purpose designated on the application form.
2. Organizations using school facilities will be responsible for the use and care of school property.
3. All entertainments will conform to established standards of decency and good order.
4. The use of alcoholic beverages will not be permitted in the school buildings.
5. Organizations using school facilities may not issue passouts.
6. No building or grounds area will be used for commercial or personal gain.
7. An employee of the Board must be on duty at all times.
8. The application form when approved by the Board and signed by the appropriate administrative officers will constitute a permit to use the school facility.

Rental of School Facilities

1. The rental fee must accompany the application.
2. In the event an organization wishes to use school facilities for rehearsals and the school program is not handicapped by such usage, there will be no charge for one rehearsal. More than one rehearsal will require the payment of one-half the regular daily fee.
3. Custodial fees are not part of the facility rental and will be submitted as a bill to the organization using the facility, except for approved NWTC classes.
4. When buildings are used evenings for school exercises or other activities, the custodian will be paid at the rate established for his/her classification in the current working agreement. Overtime will be paid by the Board if the activity has been called for by the school principal or the supervisor of buildings and ground, but only if overtime is needed.
5. Additional fees may be charged for extra staff or additional equipment use.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

831

Tobacco Use on School Premises

State law prohibits tobacco use at all times on ALL premises owned, rented by or under control of the school district.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

832

Public Conduct on School Property

1. No person on school property shall:
 - a. Injure or threaten to injure the person of another
 - b. Damage the property of another or of the school district.
 - c. Violate any provision of the laws of the State of Wisconsin or Municipalities of the District relating to the maintenance of public order.
 - d. Conduct himself/herself in such manner as to impede, delay, or otherwise interfere with the orderly conduct of the educational program of the school district or any other activity taking place on school property which has been authorized by the Board of Education, superintendent, building principal, or other authorized school district administrator.
 - e. Enter upon any portion of school premises at any time for purposes other than those which are lawful and/or authorized by the Board.
 - f. Willfully violate other rules and regulations adopted by the Board and properly publicized, designed to maintain public order on school property.
2. Violators shall be dealt with accordingly.
3. The superintendent or designees may request public law enforcement officials and/or the courts for necessary assistance in enforcement of Board directives for maintenance of order on school property.

LEGAL REF.: Wisconsin Statutes Sections 120.13(35), 125.09(2)(c), 167.32
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

840

PUBLIC GIFTS TO THE SCHOOL

The Board may accept and use any bequest or gift of money or property for a purpose deemed by the Board to be consistent with district goals. Any gift presented to the district should be accompanied by a letter from the donor for official action and recognition of the Board.

To be accepted, a gift shall:

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

All gifts, grants and bequests will become school property to be used at the discretion of the school unless otherwise specified in the bequest.

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

LEGAL REF.: Wisconsin Statutes Sections 118.13, 118.27
 PI 9.03(1) of the Wisconsin Administrative Code
 CROSSE REF.: 411, Discrimination Complaint Procedures
 APPROVED: OCTOBER 28, 1987
 REVISED: JANUARY 10, 2001

SURING PUBLIC SCHOOL DISTRICT

850

SALES AND SOLICITATIONS IN THE SCHOOL

Neither the facilities, the name, the staff, nor the children of the school, school system, nor any part thereof shall be employed in any manner for advertising or otherwise promoting the interests of any commercial or other nonschool agency or organization except that:

1. The school may cooperate in furthering the work of any nonprofit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational program of the school.
2. The school may participate in radio or television programs under acceptable commercial sponsorship when such participation is supplementary or beneficial to the program of the school.
3. The superintendent may, at his or her discretion, announce or authorize to be announced any lecture or other community activity or particular education merit.
4. The school may, upon approval of the superintendent, cooperate with any governmental agency in promoting activities in the general public interest which are nonpartisan and noncontroversial and which promote the education or other best interests of the pupils.

LEGAL REF.: Wisconsin Statutes Section 118.12
APPROVED: DECEMBER 13, 1995
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

851

Advertising in the School

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

In general, supplementary printed materials from commercial, political, religious, or other nonschool sources, should have the approval of the District Superintendent before being used in the school. This approval may be given to materials which are obvious educational quality, which supplement and enrich text and reference book materials for definite school courses, which are timely and up-to-date, and which promote American democratic ideals and moral values.

Teachers may use special aids (nonprinted materials) such as models, cuts, films, slides, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name of a commercial business firm which may have provided the aid.

School publications may accept and publish paid advertising under established procedures.

LEGAL REF.: Wisconsin Statutes Section 118.12
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

852

Distribution of Materials in School

The preparation, duplication, and distribution of newspapers, magazines, and other literature is an exercise of freedom of the press. The freedom to express one's opinion goes hand in hand with the responsibility for the published statement. Literature that a student wishes to distribute on school property is not only the student's responsibility but that of the school authorities.

Reasonable guidelines setting forth the times and places for distribution of materials in school and for defining fair standards for their content shall be jointly determined by representatives of all groups in the school community, with ultimate responsibility for determining the suitability of materials resting with the Board of Education. "Suitability" may not be defined as approval or agreement with the literature in question but refers to a reasonable judgment intended to protect the student and the entire school community from irresponsible publications such as those aimed at creating hostility or violence, advocating procedures deteriorative to a person's health, "hard core" pornography, or materials of a libelous nature.

The district will establish such guidelines and students then may distribute publications that meet the conditions of those guidelines on school property.

Publications may also be distributed next to school property subject to the same rules governing our citizen's right to distribute literature on public property. (For example, distributors may not block pedestrian traffic or entrances to buildings.) Distribution of partisan political literature supporting or opposing candidates or public questions in any general, municipal, or school election is prohibited on school property.

Advertising materials of commercial, political, or religious nature should not be displayed or distributed in the school or on the school grounds. Students may not be used as the agents for distributing nonschool materials to the homes without the approval of the superintendent.

Printed material, being distributed by way of students, will be limited to that prepared by and related to the activities of the School District.

LEGAL REF.:	U.S. Constitution, First and Fourteenth Amendments
APPROVED:	DECEMBER 13, 1995
REVISED:	JULY 11, 2001
REVISED:	SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

860

VISITORS TO THE SCHOOL

The School Board encourages visits by citizens, taxpayers, and parents to all of our school buildings. We urge taxpayers to visit our school facilities in accordance with reasonable procedures to control such visits and to evaluate the quality of education in the district, determine its needs, and to join with the Board in improving our system. The Board also believes that the parents of children attending the school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day to day operation of the school.

The principal is requested to continue strong efforts to ensure that parents of school children are not only aware of the above policy but that they are cordially invited to visit our school and to thereby develop a spirit of mutual cooperation which will inure to the benefit of the children involved. District communication to homes, as well as the use of parent organizations and other school meetings, to advertise this policy are encouraged. The superintendent will periodically request a summary as to number and frequency of parent and citizen visits, which in turn will be reported to the Board.

Students

Under no circumstances shall a young person not a member of Suring High School be allowed to visit this school unless he/she has first obtained a visitor’s permit from the principal. Any teacher who sees any young person in the building without such a permit should invite the person to either to go to the school office for a visitor’s permit or leave the premises.

CROSS REF.: 860-Rule, Guidelines for Visitors to the School
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

860-Rule

Guidelines for Visitors to the School

1. The principal must maintain a log book in which every visitor to the school shall write his or her name and address and indicate whether he or she is a parent of a child attending that school. This log book shall be available in the principals' office at all times during the school day. All persons entering a school building must sign the log book as soon as they enter the building, regardless of the purpose of their visit. However, the principal may excuse tradespeople who make regular visits to the school building from the obligation of signing the log book and shall give said tradespeople a permanent identification card. The principal shall require all visitors, including persons seeking the preferential treatment afforded parents under this policy, to properly identify themselves.
2. The term "parent," as used in this policy, refers not only to a natural parent, but to all guardians and other persons having the care and custody of the child attending the school. Any parent wanting to visit school may do so at any time during school hours. A parent who wishes to visit the child's class while in session may do so without advance notice or scheduling. Nevertheless, a class may occasionally be involved in an activity, such as the administration of standardized examinations, when the nature of that activity is such that the presence of any adult in the classroom, other than the teacher, will be inherently disruptive. On such occasions the principal shall advise the parent of the special problem and shall, at that time, arrange a definite day of visitation as soon as practicable.
3. In the event a person who is not a parent of a child attending the Suring Public School District desires to visit a particular classroom or classrooms, this wish should be communicated to the principal prior to his or her arrival at the school. If for any reason the visit would interfere with the program planned for the classroom in question on the day of the proposed visit, then the principal shall advise the proposed visitor of the scheduling problem, and shall at that time, arrange a definite day of visitation within one week of the person's first communication to the principal. In the event a person who is not a parent arrives at a particular school, not having made advance arrangements as set forth herein, whether he or she shall be permitted to visit the school or particular classroom shall be in the discretion of the principal.
4. When a visitor arrives at the school building during the school day for the purpose of visiting a classroom, or for any other purpose, he or she shall first sign the log book, then either the principal or the person designated by the principal shall accompany the visitor to the classroom involved, or the visitor shall be given an identification card, or note and allowed to proceed to the classroom unaccompanied. A teacher shall not admit a visitor to his/her classroom unless the visitor is either accompanied by the principal or his designee, or presents to the teacher the aforementioned identification.

SURING PUBLIC SCHOOL DISTRICT

860-Rule

Guidelines for Visitors to the Schools cont.

5. While visiting in a classroom a visitor must not interrupt the class in any way, nor speak to or disturb the children. If the visitor desires to ask questions of or to confer with the teacher upon leaving the classroom, he/she must make arrangements when leaving or contact the teacher later for an appointment.
6. The principal shall have the right to restrict the number of visitors to a particular classroom at a given time and shall have the further right to determine a reasonable period of time for a visitor to remain in a classroom. Preference shall be given to parents/guardians of children attending the school.
7. When a visitor leaves the classroom, unless otherwise arranged with the principal's office, he/she shall return directly to the principal's office, return the identification pass and promptly leave the building.
8. A parent/guardian having more than one child in school may visit each child's classroom, proceeding from one class to another. In the event a visitor who is not a parent desires to visit more than one classroom the principal shall require that he/she return to the principal's office after visiting each classroom in order that he/she may be directed to the next classroom he/she desires to visit and to enable the principal's office to have full knowledge at all times of the number and whereabouts of visitors in the building.
9. The principal shall have authority to exclude from the school premises any persons he/she has reason to believe is disrupting the educational programs in the classroom or in the school are disturbing the teachers or children, or are on the premises for the purpose of committing an illegal act.
10. The foregoing set of 9 regulations may be suspended from time to time in the event of such circumstances as Parent-Teacher conferences, Open House, or presentation of programs and activities open to an assembly of the general public.

APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

870

PUBLIC COMPLAINTS

871

Handling Complaints about Educational Materials

The Board recognizes that differences of opinion exist in a democracy, therefore, realizes that the suitability of particular educational materials used in the school may be questioned from time to time.

When citizens have concerns about particular educational materials, these concerns should be presented to the building principal in accordance with established procedures. If a citizen is not satisfied with the administrative decision regarding the educational materials in question, he/she may submit the concern to the Board for consideration.

The School District shall not discriminate in the selection and evaluation of educational materials (i.e., library media materials, textbooks and other classroom materials) on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

- LEGAL REF.: Wisconsin Statutes Sections 118.13, 121.01(1)(h)
PI 9.03(1) of the Wisconsin Administrative Code
- CROSS REF.: 871-Rule, Procedures for Handling Complaints about Educational Materials
871-Exhibit, Citizens Request for Reconsideration Form
411-Rule, Discrimination Complaint Procedures
- APPROVED: OCTOBER 28, 1987
- REVISED: JANUARY 10, 2001
- REVISED: SEPTEMBER 8, 2004
- REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

871-Rule

Procedures for Handling Public Complaints about Educational Materials

The Educational Materials Council shall consist of:

1. The Media Specialist
2. The Principal
3. A Teacher
4. Guidance Department

This council has as its function the review of educational materials deemed objectionable by citizens and the rendering of a decision regarding such materials. Any such objections shall be filed with the principal on a printed form available from the principal. The council shall be presided over by the principal with one member appointed as recorder. Each member has one vote and a simple majority carries an issue. Council voting results shall be made available to any persons concerned with the vote. The principal shall make his appointment to the council at the beginning of the year. The complete action record on any complaint is to be reported to the superintendent.

APPROVED: DECEMBER 13, 1995
REVISED: JANUARY 10, 2001
REVISED: SEPTEMBER 8, 2004
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

871-Exhibit

Citizens Request for Reconsideration Form

FORM FOR USE WITH PUBLIC COMPLAINTS ABOUT EDUCATIONAL MATERIALS (BOOKS)

Author _____ Hardcover _____ Paperback _____

Title _____

Publisher (if known) _____

Request initiated by _____

Telephone _____ Address _____ City _____

Complainant represents: _____ himself
_____ (name organization) _____
_____ (identify other group) _____

1. To what in the book do you object? (Please be specific; cite pages)

2. What do you feel might be the result of reading this book? _____

3. For what age group would you recommend this book? _____
4. Is there anything good about this book? _____
5. Did you read the entire book? _____
6. Are you aware of the judgment of this book by literary critics? _____
7. What do you believe is the theme of this book? _____
8. What would you like the school to do about this book?
_____ Do not assign it to students
_____ Withdraw
_____ Refer it to the School Board for re-evaluation
9. In its place what book of equal literacy quality would you recommend that would convey as valuable a picture and perspective of our civilization? _____

Signature of Complainant

APPROVED: DECEMBER 13, 1995
REVISED: SEPTEMBER 8, 2004
REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

872

Public Complaints about School Personnel

Constructive criticism of the school is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the school of this district to perform their task more effectively.

The Board places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the Board for the purposes of fuller study and a decision by this body. Generally all parties involved, including the school administration, shall be asked to attend such a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings except those directly related to the facts of the situation.

The board shall conduct such meetings in as fair and just manner as possible.

Note: The Board will abide by the current Master Agreement with the S.E.A. or any other employee recognized bargaining agent if complaints involve any S.E.A. member or other employee covered by a collective bargaining agreement.

LEGAL REF.: Wisconsin Statutes Section 19.85
CROSS REF.: SEA Agreement
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

873

Public Complaints about Policies

Constructive criticism of the district policies is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the educational program and to equip the school of this district to perform their task more effectively.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it shall be referred to the school administration for study and response of the complaint.

The person who made the complaint will meet with the Board in open session. The Board shall conduct such meetings in as fair and just manner as possible.

APPROVED: DECEMBER 13, 1995

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

880

RELATIONS WITH COMMUNITY ORGANIZATIONS

881

Relations with Parent Organizations

The Board endorses the creation of parents organizations such as PTA and PTO units and Parents Advisory Councils as appropriate means of achieving effective and maximum feasible involvement of mothers, fathers, and other guardians of students in the affairs of our school. The Board expects all staff members—but most particularly the principal—to work closely and in harmony with the officers and directors of all parents’ organizations in the pursuit of the following goals:

1. To involve parents and school personnel in a cooperative and sustained system of activities which will increase the educational opportunities of the children both in school and at home.
2. To improve school-home relationships by enabling parents and school personnel to (a) define their relationship to each other; (b) define their roles as they pertain to the children served by the school; and (c) identify family needs and resources, including those of community, as well as school needs and resources.
3. To provide teachers and administrators with opinions and viewpoints that will lead to a better analysis of the needs of students and more relevant program planning.
4. To sustain parental interest through a program of training and consultative services.
5. To develop the skills needed by school personnel to function effectively in a working relationship with parents and other community members.

APPROVED: DECEMBER 13, 1995

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

882

Relations with Health Authorities

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

Specifically, the board approved of these cooperative health programs:

Health Education the community health nurse will serve as a resource person, consultant, and possible teacher of certain health topics.

Communicable disease control. Health authorities will train school personnel to identify symptoms of communicable diseases and coordinate appropriate home follow-up procedures.

Screenings. Health authorities will work with school staff to screen student vision and hearing.

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

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

LEGAL REF.: Wisconsin Statutes Section 252.21
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

883

Relations with Indian Tribal Councils

The School Board desires to develop the best possible working relationship with representatives of Indian Tribal Councils. The Board recognizes that the relevance of its educational program for Indian students depends to a large degree upon the insights, special knowledge, and concerns that only Indian leaders can bring to the Board and its professional staff.

The superintendent is instructed to maintain formal and informal communication channels between Indian Tribal Councils and district staff. He or she is further instructed to keep the Board fully informed of the effectiveness of this policy and, when necessary, to make informed recommendations for improving its effectiveness.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

884

Relations with Churches

The School Board desires to develop and maintain the best possible working relationship with local ministers and their churches. Every effort will be made to preserve Wednesday for “Church Night.”

Principals will make sure that after school activities, except for those that meet daily, are not scheduled for Wednesdays. After school activities which meet daily will permit students released for religious instruction to be excused.

The Superintendent is instructed to maintain formal and informal channels of communications with local ministers and their churches.

APPROVED: DECEMBER 13, 1995

REVISED: AUGUST 13, 2008

SURING PUBLIC SCHOOL DISTRICT

885

Relations with Law Enforcement Authorities

The School Board desires to develop and maintain the best working relationship with law enforcement authorities at the local, county and state levels.

The superintendent is instructed to maintain formal and informal channels of communication with law enforcement authorities at all levels.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

890

RELATIONS WITH EDUCATION AGENCIES

It shall be the policy of the Suring Public School District to cooperate to the maximum possible extent with other schools and districts and with other local, state and regional agencies and organizations in the solution of educational problems of mutual concern. This cooperation shall extend to such areas as research, exchange of information and data, coordination of school calendars and activities and construction or use of facilities which may be efficiently utilized on a cooperative basis.

In carrying out this policy the superintendent shall include in his/her reports to the Board an evaluation of the desirability and feasibility of cooperation with other agencies on matters of joint interest.

CROSS REF.: 890-Rule, Guidelines for Relations with Education Agencies
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

890-Rule

Guidelines for Relations with Education Agencies

Education Agency Relations Priority Objectives:

1. The superintendent will prepare a list of opportunities for shared and cooperative services between the district and other public and private educational agencies including institutions of higher learning.
2. The superintendent will make the list with recommendations available to the Board for consideration and action.
3. The superintendent will have made a directory for staff use concerning publications and other resources available from state and federal education agencies.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

891

Relations with Cooperative Educational Service Agencies

The district shall cooperate in providing funding, students and facilities when available for joint programs available through and coordinated by CESA. Transportation of students to jointly conducted programs in or outside the district may be shared by other districts.

LEGAL REF.: Wisconsin Statutes Sections 116.02
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

892

Relations with Colleges and Universities

The Board desires that staff and students of this school district benefit in every feasible way from resources provided by the colleges and universities of our area. The superintendent is to keep the Board informed of all opportunities for shared and cooperative services between the district and institutions of higher learning. Additionally, staff members are encouraged to seek out and utilize the services of college and university faculty members who are willing to serve our school as instructional resource persons.

LEGAL REF.: Wisconsin Statutes Sections 120.12(17), 120.21
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

892.1

Student Teaching/Internships

The Board, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to the school, encourages and authorizes the superintendent to arrange for the supervision and training of a reasonable number of such teachers.

The importance of the teacher training function to the future of education and the need to assure high quality performance in our school require student teachers to be placed with experienced teachers of demonstrated competence. While no staff members will be required to supervise a practice teacher, it is felt that professionally interested teachers will volunteer to do so from time to time. Teachers new to the district and those having three years or less of teaching experience normally will not be asked to undertake such responsibilities. Only exceptionally strong teachers will be permitted to take the responsibility of supervising student teachers for more than one semester in a school year.

The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the teachers to whom the student is assigned the board objectives which the institution believes should be sought for the students. Such personnel are free to visit the classrooms to observe the practice teacher at work.

It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the practice teacher and the students is insured.

LEGAL REF.: Wisconsin Statutes Section 18.19(3)
APPROVED: DECEMBER 13, 1995
REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

893

Relations with Department of Public Instruction

The Board declares its intention to work in close cooperation with the Department of Public Instruction and its various regulatory and informational departments.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

894

Relations with Private Schools

The Board will cooperate with parochial and private schools in matters of mutual benefit where not expressly prohibited by law.

The superintendent is encouraged to explore areas of mutual benefit with the administrative officers of such schools and to recommend desirable courses of action.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

895

Relations with Educational Research Agencies

The superintendent is authorized to cooperate as far as possible with colleges, universities, and other recognized research agencies in promoting potentially useful research. Because of the large number of requests for studies in our school it is necessary to limit the number and establish guidelines for the approval of studies.

Decisions in connection with research involving students, teachers, or other employees will be influenced by the following factors:

1. The objectives of the research should be clearly stated and the design should produce valid and reliable results which will then be made available to the Suring Public School District.
2. The research should be expected to contribute to the improvement of education for our students.
3. Data derived from school records, interviews, or questionnaires which have potential for invasion of the privacy of students or their families must have advance written authorization of parents or guardians even though the data are to be collected and reported under conditions of anonymity.
4. Research proposals should be of sufficient scope and depth to justify the time and effort of Suring students and staff members.
5. In general, instructional activities will not be interrupted unless there is a clear significance for the educational program of the Suring Public School District.
6. Projects involving student researchers must have prior written approval by a faculty member of the institution in which the student is enrolled. This faculty member must have direct responsibility related to the student's research.

APPROVED: DECEMBER 13, 1995

REVISED: SEPTEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

896

Relations with Cultural Institutions

The superintendent shall arrange for a directory of public libraries, museums and any similar institutions which agree to share their facilities for class studies and occasional field trips.

APPROVED: DECEMBER 13, 1995