



Book	Administrative Guideline Manual
Section	For Superintendent Review - Administrative Guidelines Vol. 34, No. 1
Title	Overview & Comments
Code	01 -
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WISCONSIN OVERVIEW AND COMMENTS

Volume 34, Number 1 December 2024

All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

Please make any revisions on the BoardDocs software using the instructions provided to you. You may direct questions related to content to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

If a District chooses not to adopt a policy or administrative guideline, the District is still obligated to follow applicable Federal and State laws relating to that topic.

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in its entirety policies or other materials of your own drafting, those materials should be reviewed by your legal counsel to verify compliance. Neola does not review District-specific edits to update materials or District-specific policies for statutory compliance.

If a policy or guideline is marked as a revision, the changes have been marked in bold (to add material) and crossed out (to delete material). As you review a revised policy or guideline, you may choose to accept one, many, or all of the changes provided. If a policy or guideline is marked as a replacement, that means there have been enough changes made that justify a complete, clean replacement copy. As you review a replacement policy or guideline, you should also check the materials you have in your current policy or guideline to see if there is some specific wording you want to be included in the replacement policy. If so, a copy of any wording to be added and where it should be inserted should be forwarded with the replacement policy or guideline when it is returned to the Coshocton office for processing.

If the District authors language and adds it to a policy template or deletes content that is not marked as a choice in the policy template, then these actions will constitute District-specific edits.

Policies that are to be deleted from the policy manual require Board action to rescind the policy.

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

If you are not an administrative guidelines client, you did not receive those materials in this packet. Contact your Associate for more information about becoming an administrative guidelines client.

Processing Update Materials

Revisions to your policies and administrative guidelines should be made on the BoardDocs software using the instructions provided to you.

Using Header Box Options in BoardDocs

Each policy and administrative guideline has multiple header boxes in BoardDocs that provide essential information in addition to the title and code number for the document. (NOTE: All the header boxes are visible only when editing is turned on; in view mode, only the header boxes with content are shown.)

Adopted: The “Adopted” header box indicates when the policy or guideline was first adopted, and that date never changes as long as the policy or guideline is active.

Last Revised: Retaining the history of each policy and guideline is important for legal and administrative reasons, so BoardDocs provides options for such retention. Immediately beneath the “Adopted” header box is the “Last Revised” header box that indicates the last time the policy or guideline was changed, and this box is updated by Neola Production each time a revision is submitted. Any revision dates between the initial adoption and the latest revision are usually located at the bottom of the document, just above the Neola copyright. (Again, these dates are updated by Neola Production with each submission and should correspond to Board meeting minutes, except for TC notations for technical corrections.)

Last Reviewed: A new “Last Reviewed” option now exists for indicating that you have reviewed the policy or guideline and have found it to be sufficient as presently written. Since no revision is being made in these situations, there is no record that the document was reviewed. A common example would be a technical correction that isn’t needed on your document, or a revision to an option that you do not have or want. In such cases, because the copyright has changed but not any content, you would want to show that your document is current as of the new copyright date even though it has the older copyright date from the previous version of the Neola template. Now you have the option to indicate that you have reviewed the document even though no revision was made by putting the review date in the new “Last Reviewed” header box. This is also a handy feature for those Boards that use a policy review regimen in addition to revisions made through the Neola Update process.

Any questions about how to use these BoardDocs header box features should be directed to your Neola Associate, or you may contact BoardDocs Support at 1-800-407-0141.

District-Specific Materials

If the District chooses, during any step of the Update process, to incorporate District-specific material into a new policy or guideline that has been proposed or to insert District-specific material into a current policy or guideline for which revisions have been proposed in an update issued by Neola, then the District agrees to hold Neola harmless for those District-specific edits and acknowledges that Neola’s warranty for legal challenges to that District-specific language in that policy or guideline will not be in effect. In addition, Neola retains ownership of the text from the original policy template that remains in a policy to which District-specific material has been added. District-specific materials include the following:

1. Materials from the District’s existing materials that the District requests be incorporated during the drafting process;
2. New materials that the District develops in their entirety and exclusive of Neola;
3. Revisions or deletions that substantively depart from Neola’s templates; and
4. Outdated material that a District did not keep current with Neola updates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District’s decision to request that such District-specific materials be incorporated. Neola reserves the right to but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Notice Regarding Legal Accuracy

Neola is vigilant in providing policy language to clients that has been vetted for legal accuracy by outside legal counsel. Should questions arise as to the legal compliance or accuracy of Neola materials, it is our expectation that Neola's counsel would have the opportunity to assist in the resolution of such a claim. Please notify the Neola corporate office if an issue arises in which such a review or assistance is necessary.

Policies in this update have been reviewed by either Amundson Davis or Renning Lewis & Lacy, s.c. for consistency with Federal and State law.

ADMINISTRATIVE GUIDELINES

AG 1623 - Section 504/ADA - Prohibition Against Disability Discrimination in Employment (Rescind)

AG 3123 - Section 504/ADA - Prohibition Against Disability Discrimination in Employment (Rescind)

AG 4123 - Section 504/ADA - Prohibition Against Disability Discrimination in Employment (Rescind)

These guidelines are rescinded and now included as a single guideline in this update. The new consolidated guideline is listed as AG 8913. Future updates will include a similar process for other such guidelines.

AG 3160A - Physical Examination (Revised)

AG 4160A - Physical Examination (Revised)

The language in these guidelines is revised to reflect the statutory requirement for a physical examination unless the employee is exempted.

AG 3362.01 - Reporting Threatening Behaviors (Revised)

AG 4362.01 - Reporting Threatening Behaviors (Revised)

These guidelines have updated terminology and previous optional language has been made permanent.

AG 5330 - Administration of Medications (Revised)

This guideline is updated to provide for implementation of each school's approved plan to obtain a prescription for and maintain a supply of bronchodilators if the Board has approved a plan to do so (Note that revision to Policy 5330 - Administration of Medications is included in this update).

AG 5500 - Student Code of Classroom Conduct (Revised)

The guideline is updated to provide additional options for defining classroom conduct that permits student removal. Updates to cross-references are also included.

AG 5512 - Use of Tobacco and Nicotine by Students (New)

This guideline is provided to supplement Board policy, particularly as it relates to options for supportive disciplinary measures as advocated for by the American Lung Association (ALA). This guideline, along with policy revisions offered in this update, were developed in consultation with the ALA.

AG 5771 - Search and Seizure (Revised)

This guideline is updated to provide more detailed procedures pertaining to student searches and circumstances involving the seizure of property. Revisions are also made to more accurately reflect the state of the law in this context to assure the broadest accurate scope of authority is represented in the procedures.

AG 6320A - Purchasing (Revised)

Minor revisions are made to this guideline to cross reference applicable Policy and to streamline other references.

AG 7230 - Public Gifts to the District (Revised)

Additional optional language has been added for consideration based on practical application.

AG 7440 - Facility Security (Revised)

This guideline has been updated to include reference to fobs as well as keys, along with additional options, updated terminology and additional policy cross-references.

AG 8330 - Student Records (Revised)

This guideline is updated to remove specific reference to agencies with which the District has agreements. Including them frequently resulted in inaccuracies if agreements were reached, but not added to the guideline. It is important to note that removing these as options is not intended to suggest that the agreements are not appropriate or important. To the contrary, sharing pupil records in certain circumstances is permitted only where there is an inter-agency agreement in place. Districts are strongly advised to review their current agreements and to consult with local counsel to determine whether such agreements are appropriate and sufficient.

AG 8431 - Written Hazard Communication Program (Revised)

Revisions are made to this guideline to reflect current terminology.

AG 8453 - Exposure Control Plan for Handling and Disposing of Body Fluids (Rescind)

Neola is rescinding this guideline due to Districts using third-parties providing this information for most, if not all Districts. This will assure the District's independent written plan does not conflict with administrative guidelines.

AG 8453.01 - Control of Blood-Borne Pathogens (Rescind)

Neola is rescinding this guideline due to Districts using third-parties providing this information for most, if not all Districts. This will assure the District's independent written plan does not conflict with administrative guidelines.

AG 8913 - Section 504/ADA - Prohibition Against Disability Discrimination in Employment (Renum./Revised)

AG 1623/AG 3123/AG 4123 have been rescind in this update but consolidated and renumbered as AG 8913. The consolidation of these guidelines will assure consistent verbiage and procedures for all covered groups of individuals and given that the guideline covers accommodation requirements in addition to nondiscrimination, it also encompasses more operational considerations, therefore it fits in the 8000 section.