

administrative guidelines

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SPECIAL OBSERVANCE DAYS

The following is a list of observance days as outlined by the Department of Public Instruction and referenced to Board Policy 2221:

| | |
|--|---|
| September 16 | Mildred Fish Harnack -Day |
| September 17 | U .S. Constitution Day |
| Wednesday of the third full week in Sept. | Wisconsin Day |
| Fourth Wednesday in September | Bullying Awareness Day |
| Third Friday in September | POW-MIA Recognition Day |
| September 28 | Frances Willard Day |
| October 9 | Leif Ericson Day |
| October 12 | Columbus Day |
| November 11 | Veteran's Day |
| January 15 | Martin Luther King, Jr. Day |
| February 12 | Abraham Lincoln Day |
| February 15 | Susan B. Anthony Day |
| February 22 | George Washington Day |
| March 4 | Casimir Pulaski Day |
| March 17 | Prisoners of War Remembrance Day |
| April 13 | American Creed Day |
| April 19 | Patriots Day |
| April 22 | Environment Awareness Day |
| Last Friday in April | Arbor Day |
| June 14 | Robert LaFollette, Sr. Day (if school is in session) |

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COMPLAINT PROCEDURES

Discrimination Complaint Procedures – Wis. S.S. 118.13 (Discrimination Against Pupils)

Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the Director of Special Services, the district employee designated to receive complaints. That employee shall send written acknowledgment of receipt of the complaint within 45 days.

Step 2 A written determination of the complaint shall be made by the board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V., Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3 If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the board has not provided written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4 Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

Complaint Procedure: Title IX/Section 504

Discrimination Complaint Procedure – Title IX/Section 504 (Discrimination Against District Employees and Job Applicants)

If any person believes that the Port Washington-Saukville School District or any part of the school organization has inadequately applied the principles and/or regulations of Title IX (sex) and Section

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504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the respective administrator:

Section 504 – Director of Special Services or Director of Business Services

Title IX – High School Principal or Director of Business Services

At the following address: Administrative Office
100 West Monroe Street
Port Washington, WI 53074

Informal Procedure

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Complaint Procedure

Step 1 A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.

Step 2 If the complainant wishes to appeal the decision of the local Title IX or Section 504 coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after receipt of the local coordinator's response to the complaint. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complaint within ten (10) days.

Step 3 If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of his/her receipt of the superintendent's response in step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within 15 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.

Step 4 If, at this point, the complainant has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, Illinois 60606.

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EXTERNAL RESEARCH PROJECTS AND SURVEYS

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

- A. The objectives of the research should be clearly stated in writing and the design should produce valid and reliable results which will be made available to the Port Washington-Saukville School District. The following criteria will be used to valuate the project or survey:
 - 1. Who is the population?
 - 2. What information is sought by the project?
 - 3. Is this information already available from some other source?
 - 4. How will the information gained be used and reported?
 - 5. What difference will having the information make on the purposes of the school or school district?
 - 6. How will confidentiality be ensured?
- B. The research must contribute to the improvement of the education and the mission and goals of the District. Research projects should be sufficient in scope, merit, quality, and depth to justify the time and effort of students and staff members.
- C. A research project or survey collecting data from school records, interviews, or through surveys which have potential for invasion of the privacy of students or their families must have advanced written authorization of parents or guardians even though the data is to be collected and reported under conditions of anonymity.
- D. In general, instructional activities or district curriculum scope and sequence will not be interrupted or changed unless there is a clear significance for improvement of the educational program of the District.
- E. 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.
- F. Public information will be made available to researchers and other interested parties at the established fees.
- G. All research projects and surveys must be approved by the Administrative Council with information on the approved projects and results provided by the Board of Education.

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PROTECTED STUDENT INFORMATION (Inquiries: Surveys, Questionnaires, Polls, etc.)

The intent of the Board of Education is to provide parents and eligible students with an informed choice and the right to give written consent when participating in inquiries which contain topics of protected information as defined by a legal standard. Inquiries are defined as surveys, questionnaires, or polling, and may contain a variety of formats that may include written and electronic means.

Review and Administration of Inquiries

The following procedures shall apply to inquiries containing protected information:

- A. Conditions and Standards for Reviewing and Administering Inquiries containing protected information:
 1. Requests to conduct inquiries will be reviewed by members of the district administrative team at the site or district level. Each inquiry will be reviewed to determine if it contains questions asking for protected information. Protected information questions are defined as those asking about:
 - Political affiliations
 - Mental and psychological problems of the student or the student's family
 - Sexual behavior or attitudes
 - Illegal, antisocial, self-incriminating or demeaning behavior;
 - Critical appraisals of student's family members
 - Privileged or similar relationships recognized by law, such as those with attorneys, physicians, and ministers
 - Religious practices, affiliations, or beliefs of the student or student's parent
 - Income (Other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under a program)
 2. Inquiries containing one or more items of protected information will be forwarded to the Administrative Council for consideration. The presentation to the Administrative Council will include the person(s) or agency requesting the inquiry. The presentation will include the following information;
 - the benefit of the inquiry to the district
 - the cost of conducting the inquiry
 - the ability to ensure that individual student answers will remain confidential
 - the impact upon the normal school operation or schedule

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- the impact on student/teacher instructional time or time required outside the classroom
3. If an inquiry is approved for administration by the Administrative Council the following sequence of events will take place:
 - If known, the district will notify parents and eligible students at the beginning of the school year when protected information inquiry activities will be taking place
 - If inquiry information is not known at the beginning of the school year, parents and eligible students will be notified of the inquiry and their rights two weeks before the date of anticipated administration of the inquiry
 - As the date of each scheduled protected information inquiry activity approaches, the district will send a notice
 1. reminding parents and eligible students of the scheduled activity and
 2. their right to inspect the inquiry and
 3. request their written permission to administer the inquiry.
 - The inspection of an inquiry will take place at a school district location under the supervision of an administrator.
 - Copies of the materials will only be provided at the discretion of the district following the relevant copyright regulations.
 4. Notification in each of the above cases may be made by a variety of acceptable means. The means of notification will be at the discretion of the district or site and may include but not be limited to:
 - District or school building website
 - District or school building newsletter
 - Individual or group written letter
 5. Conditions for Meeting the Standard of Written Consent
 - Written consent/permission is defined as a signature of one parent/guardian or that of the eligible student. This signature may be original or provided by facsimile.
 - If the signature of a parent/guardian or eligible student is not obtained the student may not participate in an inquiry containing protected information.

B. Annual Notice

1. The District will notify parents/guardians and eligible students (students who are emancipated minors or older than 18) annually, at the beginning of the school

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year of their rights as regards to this policy and within a reasonable time period of any substantive change to the policy.

2. Notifications may be made by a variety of acceptable means. The means of notification will be at the discretion of the district and may include but not be limited to:
 - District or school building website; or
 - District or school building newsletter; or
 - Individual or group written letter; or
 - Student Handbook

Wisconsin Department of Public Instruction ESEA Information Update Number 02.14

U.S. Department of Education, Family Policy Compliance Office, (2002). Hot topics: Recent changes affecting FERPA & PPRA. (http://www.ed.gov/offices/OM/fpco/hot_topics/ht_10-28-02.html) Washington, D.C.

U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Division of Adolescent School Health, (2002). Parental Permission: Conducting a successful Youth Risk Behavior Survey (YRBS) with Active Parental Permission, Atlanta, GA.

Cross reference:

2416.1 – Protected Student Information

2240 – Controversial Issues

2241 – Waiver of Participation in Approved Curricular Programs

2260 – Access to Equal Educational Opportunities (Non-discrimination)

2521.01 – Controversial Print/Non-print Materials

5730 – Distribution of Non-school Sponsored Student Newspapers and Other Publications

Adm. Council Approved:

Board Approved: 8/14/06

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IMPLEMENTATION OF SUMMER SCHOOL

The Superintendent shall review and approve the summer school handbook developed by the summer school administrators and the handbook shall be established each year as administrative guidelines for the operation and implementation of summer school.

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IMPLEMENTATION OF SPECIAL EDUCATION

Effective implementation of special education shall be in accordance with the Special Education Handbook established by the Wisconsin Department of Public Instruction. Director of Special Services will be responsible for following the DPI handbook and establishing local guidelines as needed for direction to staff members, administrators, and parents.

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PRINT / NON-PRINT MATERIALS

- I. The purpose of this section is to implement Board Policy 2521 Selection of Instructional Materials and Equipment. The principles and procedures for the selection of instructional materials shall adhere to the educational philosophy of the school district and the objectives as stated in the Selection Policy.
- II. The success of the school in meeting the needs of the pupils and staff depends to a great extent upon the size, range and quality of the resource materials available. Foremost consideration in the selection of materials for school use (books and other materials for direct purchase, software, internet-based resources, gift materials, and the withdrawal of out-of-date or no longer useful materials) shall be given to those materials that contribute most to the fulfillment of the curriculum.
- III. The Board of Education is legally responsible for all matters relating to the operation of schools in this district.
- IV. The responsibility for coordinating the selection of instructional materials and for making recommendations for purchase rests with media personnel and building administration. Selection study committees may include administration, teachers, supervisors, media specialist. Students, parents, and other community resource specialists may be consulted in the selection process.
- V. The word “materials” as used in this policy statement, includes books, software, internet-based resources, periodicals, pamphlets, pictures, maps, videos, recordings, and all other materials which are used by students and faculty. Criteria for the selection of materials will include:
 - A. Potential use
 1. Supports curriculum
 2. Stimulates personal growth and development
 3. Answers needs for recreational reading
 - B. Reliability
 1. Relevance
 2. Reputation of author and publisher/producer

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3. Accuracy of information
 - C. Quality of writing/production
 1. Realistic portrayal of characters
 2. Logically developed plot
 3. Creative presentation
 4. Aesthetic value
 - D. Format
 1. Quality construction/technical features
 2. Attractiveness
 3. Appropriateness of subject matter to media
 4. Price/usefulness
- VI. In selecting materials for purchase, consideration is given to the existing collection and reference is made to:
 - A. Reputable, unbiased, professionally prepared selection aids.
 - B. Specialists from all departments and/or grade levels.
- VII. In specific areas, the media specialist follows these procedures:
 - A. Gift materials are judged by basic selection standards and are accepted or rejected by these standards.
 - B. Multiple copies of outstanding and much in demand materials are purchased as needed.
 - C. Standard items that are worn or having missing parts are replaced periodically.

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- D. Out-of-date or no longer useful materials are withdrawn from the collection. Such materials shall be taken off the accession list and shall be discarded.
- E. Sets of materials and materials acquired by subscription are to be examined carefully, and are purchased only to fill a definite need.
- F. Salesmen must have permission from the District Office or Principal's office before visiting with staff.

VIII. Technology resources

- A. Audio-visual equipment and software are available in each building and staff members are encouraged to use this material to enhance their teaching so as to enrich the learning experiences for all students.
- B. All A-V materials remain the sole property of the district and do not belong to individuals or to single departments. A complete building inventory of A-V materials will be taken annually by the building library media specialist who will serve as custodian of such equipment. A catalog will be made available to all staff and an in school and interschool loan program will be established by the library media specialists.
- C. Teachers are encouraged to recommend new materials for the building collection. The audio-visual budget contains funds for the purchase of new software and internet-based resources. All requisitions for A-V materials must bear the signature of the building library media specialist as well as that of the building principal. Monies for the purchase of new equipment and for the replacement of old equipment must be placed in the appropriate budget accounts at budget preparation time.
- D. The general maintenance of all equipment will be the responsibility of the building library media specialist. Teachers must report defective or non-operating equipment to the library media specialist as soon as it is noticed. An attempt will be made to keep a supply of simple parts for quick local repairs and also to standardize equipment so that part stock can be minimized.

IX. Printed and electronic textbooks

- A. Students are responsible for their proper care and will be charged for lost or misused books. Each teacher shall keep a record of all textbooks issued and their condition at the time of issue. This record shall be checked when books are returned at the end of the school year.

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- B. By statute, the Board of Education must approve all textbook adoptions. All such recommendations must be made by the building principal(s), must be coordinated by the curriculum coordinator and must be presented to the Board Curriculum Committee for its' approval prior to being submitted to the entire Board of Education.
- C. Sample copies of the proposed texts and a textbook adoption form (appendix) is to be submitted to the Curriculum Committee and to the full Board for review. Textbook adoptions should be prepared in early spring so that books may be ordered before school is dismissed in June.
- D. The inventory taking of textbooks is the responsibility of individual teachers and will be done by departments. Textbooks should be stamped and individually identified prior to circulation. Inventories shall be taken annually on forms provided by the District Office.
- E. When possible, the following textbook adoption cycle should be followed:
 - Year 1 – Pre-adoption year – curriculum study
 - Year 2 – Adoption year – evaluate texts and adopt in spring
 - Year 3 – Post adoption year; evaluation of new adoption; first year in new adoption
 - Year 4 – Second year in new adoption
 - Year 5 – Third year in new adoption
 - Year 6 – Beginning of new cycle

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CONTROVERSIAL PRINT / NON-PRINT MATERIALS

- I. The school and library stand for the freedom of communication, for the freedom of intellectual activity and for the freedom of thought. Materials used in the schools should provide information on various points of view on controversial issues.
- II. The major areas of controversial materials are race, sex, politics, religion, literature, and economics. In selecting materials on any of the above subjects, the following criteria are given special consideration:
 - A. The materials on controversial issues should be representative of a particular point of view and a sincere effort made to select equally representative materials covering contrasting points of view.
 - B. The material does not unfairly, inaccurately, or viciously disparage a particular race, religion, or nationality. A writer's expression of a certain viewpoint is not to be considered a disparagement when it represents the historical or contemporary views held by some persons or groups.
 - C. The materials on religion are chosen to represent the field as widely as necessary for the school purpose.
 - D. The selection of materials on political theories and ideologies, or on public issues is directed toward maintaining a balanced collection representing various views.
 - E. In a literary work of established quality, the use of profanity or the treatment of sex is not adequate reason of itself for the elimination of materials from the school.
 - F. Materials on physiology, physical maturation, or personal hygiene should be accurate and in good taste.
 - G. Materials should be selected for their strengths rather than rejected for their weaknesses.
- III. Freedom to Read – "The parent has the right to judge whether the material is acceptable for his child. However, no parent or other group of citizens of the community has a legal right to abridge the rights of other parents and teachers or children to have access to the information which is a part of the educational program." (Letter from State Superintendent, Barbara Thompson, 2/27/75.)

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- IV. Occasional objections to a selection will be made by the public despite the care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.
- V. The principles of the freedom to read and of the professional responsibility of the staff must be defended rather than the materials.
- VI. If a complaint is made, the procedures are as follows:
 - A. Be courteous, but make no commitments.
 - B. Invite the complainant to file his objection(s) in writing using the Citizen's Request for Reconsideration of Material form. This form should be submitted to the building principal. (See "Forms" in this handbook.)
 - C. Inform the Superintendent.
 - D. A committee shall be appointed and chaired by the principal. The committee shall be composed of the building library media specialist and teachers from the grade level(s) or subject area(s) involved. Representative students, parents, and other citizens of the school community may be consulted if it is deemed necessary.
 - E. The committee will:
 - 1. Read and examine the material referred to it.
 - 2. Check general acceptance of the material by reading reviews.
 - 3. Weigh values and faults against each other and form opinions based on the material as a whole and not on pages pulled out of context.
 - 4. Invite complainant to meet with the committee.
 - 5. Meet to discuss the material and prepare a report on it.
 - 6. File a copy of the report in the school and administrative offices and mail copy to complainant.
 - F. Following consideration by the principal and committee, if it is the desire of the complainant, the request will be submitted to the Superintendent of Schools for consideration.
 - G. Following consideration by the Superintendent, if it is the desire of the complainant, the request shall be submitted to the Board of Education for consideration and action.

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SELECTING DRAMA / MUSICAL PRODUCTIONS

The purpose of the Port Washington-Saukville School District Administrative Guidelines for public performances of drama and musical productions is to insure the quality of these productions, provide a maximum educational benefit for all students participating, and to give a meaningful and entertaining experience to the community.

Musical or drama productions in the district are to be selected keeping in mind the following guiding principles:

- A. Productions should be chosen that meet the needs of the student body and the community at large.
- B. Productions should be chosen that would enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
- C. Productions shall be provided from time to time that present various points of view on the issues of our times so that students are free to do critical thinking on their own.
- D. Productions may be provided that represent the many religious, ethnic, and cultural groups and their contributions to our American heritage.
- E. Sound educational judgment will be placed above personal opinion, prejudices, and special interests in order to assure a selection appropriate for the students of the district.
- F. Responsibility for the selection of the production rests with the musical or drama director. The principal, teachers, students, community members, and parents may be involved in the selection process. Prior to informing students about the production, the director must review the production selection with the principal and the activities director.
- G. The musical or drama director will use good taste and judgment, keeping in mind that it is a school production that is seen by the community at large, which may include an audience that has a range of younger aged members. If the production is to be presented in the spring, it must be selected on or before November 1. If the production is to be presented in the fall, it must be selected on or before August 1 prior to the school year.
- H. Tasteless or inappropriate material judged as unsuitable for a school production will be edited out of the production. Such decisions will be made by the director and are based on community values and how such material fits into the context of the entire production. Such edits must be done in accordance with paragraph (I). No liberties may be taken with the production (i.e. writing in parts, adding musical selections, altering the story line, etc.).

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- I. When using literary, musical, dramatic, choreographic, pictorial, and audiovisual works that are copyrighted, the district must comply with the provisions of the federal Copyright Act. Copyright owners hold exclusive rights to do and to authorize any of the following: To reproduce the work in copies or phonorecords; to prepare derivative works based on the copyrighted work; to distribute copies of the work by sale, rental, lease, or loan; to perform the work publicly; and to display the work publicly. Under the Copyright Act, to perform a work, means to “recite, render, play, dance or act it, either directly or by means of any device or process”. It is the responsibility of the drama director to obtain permission from the copyright owner, or representative, before using a copyrighted work for any public performance. Failure to do so may be considered an infringement of copyright.

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INTERLIBRARY LOAN OF MATERIALS

- I. The following guidelines shall be followed when handling requests:
 - A. Every effort will be made to meet patron needs with District collections before beginning the outside interlibrary loan process.
 - B. Borrowing of materials will be at the discretion of the library media specialist.
 - C. Patrons will be personally responsible for all materials borrowed for them and will need to pay replacement cost for all materials that are damaged while in their possession. All interlibrary services will be revoked until replacement costs are paid.
- II. Currently enrolled students and currently employed staff members without overdue library items or unpaid fines are eligible for interlibrary loan privileges.
- III. The Port Washington-Saukville School District libraries will reciprocate these services by sharing resources with other libraries. The following guidelines will be followed:
 - A. Library resources in current and recurring demand will not be available for loan.
 - B. Reference materials, equipment, and licensed computer software will not be available for loan.
 - C. Materials on reserve for individual, group, or class use will not be available for loan.
 - D. The borrowing library is responsible for Port Washington-Saukville School District materials from the time they leave our libraries until the time they have been returned and received. The borrowing library will pay compensation or replacement costs if damage occurs.
- IV. Decisions regarding the loan of materials and the establishment of due dates are at the discretion of the library media specialist.

Legal reference:
Section 43.72, Wis. Stats.

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Revised: 6/23/10