

School District of Manawa

Special Board of Education Meeting Agenda

October 5, 2020



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1. Call to Order – President Johnson – **6:00 p.m.** – **Virtual Meeting**
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Unfinished Business:
 - a. Consider parameters of the SDM School Resource Officer Program
6. Next Meeting Dates:
 - October 6, 2020 Curriculum Committee Meeting - 6:30 p.m. Virtual Mtg
 - October 7, 2020 Staff Recognition & Employee Appreciation - 2:30 p.m. MS/HS Commons
 - October 7, 2020 Buildings & Grounds Committee Meeting - 5:30 p.m. Virtual Mtg
 - October 14, 2020 Policy and Human Resources Committee Meeting - 5:00 p.m. Virtual Mtg
 - October 19, 2020 Finance Committee Meeting - 5:30 p.m.
 - October 19, 2020 Regular Board of Education Meeting - 7:00 p.m.
 - October 26, 2020 Annual District Meeting - 7:00 p.m.
7. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

RESOLUTION # _____

SCHOOL DISTRICT OF MANAWA

**RESOLUTION AUTHORIZING THE SCHOOL DISTRICT OF MANAWA
TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH
THE CITY OF MANAWA FOR A SCHOOL RESOURCE OFFICER (SRO)**

WHEREAS, Wis. Stat. §§ 120.10(8) and (9) authorize the electors of the School District of Manawa (the “District”) at the Annual Meeting to vote a tax for the operation of the schools of the District and vote a tax necessary to discharge any debts or liabilities of the District; and

WHEREAS, Wis. Stat. § 66.0301(2) authorizes the District to enter into an Intergovernmental Agreement with the City of Manawa (the “City”) addressing the furnishing and receipt of law enforcement services; and

WHEREAS, the electors at the Annual Meeting hereby find and determine that it is in the best interest of the District, to improve school safety and the educational climate of the District, to enter into an Intergovernmental Agreement with the City for a School Resource Officer (“SRO”).

NOW, THEREFORE, BE IT RESOLVED, by the electors of the School District of Manawa, that:

1. The District is authorized to enter into an Intergovernmental Agreement with the City in which the City furnishes to the District a SRO and the District receives the services of the SRO and pays the City for said services.
2. The District’s Administration is hereby authorized to take any and all actions necessary to negotiate and execute the Intergovernmental Agreement on behalf of the District so as to carry out the intent and to accomplish the purposes of this Resolution.
3. Any actions taken by the District’s Administration prior to the date of this Resolution, which would have been authorized by this Resolution but for the fact that such actions were taken prior to such date, is hereby ratified, approved, confirmed and adopted.
4. This Resolution shall take effect immediately upon its passage.

Approved and adopted this 26th day of October, 2020.

SCHOOL DISTRICT OF MANAWA

By: _____ By: _____
Joanne Johnson, School Board President Bobbi Jo Pethke, School Board



Book	Policy Manual
Section	8000 Operations
Title	SCHOOL RESOURCE OFFICER PROGRAM
Code	po8407
Status	Active
Adopted	July 27, 2020

8407 - **SCHOOL RESOURCE OFFICER PROGRAM**

To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.

The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services along with the District's and the law enforcement agency's(ies') duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. placement of a designated School Resource Officer in specific schools on specific days and times;
- B. development of positive law enforcement officer/student relationships;
- C. investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. educational presentations/discussions;
- E. preventative and/or informational discussions with students/parents;
- F. patrol and supervision of various school functions;
- G. creation and implementation of crime prevention and safety programs; and
- H. performance of duties of regular patrol officers that pertain to school resource matters;
- I. a requirement the law enforcement agency(ies) to provide the Board with an annual report regarding the SRO Program.

This report shall summarize activities conducted throughout the previous school year and shall include recommendations for the upcoming school year. The Board may request additional updates or reports.

The building principal(s) shall serve as the designated liaisons between the District and the law enforcement agency(ies) and shall oversee the SRO Program as it pertains to the specific building(s). The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services and development of the school safety plan (See Policy 8420 - School Safety). Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel.

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) shall be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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Legal

- Wis. Stat. §§ 968.07(1)(d), (2)
- Wis. Stat. § 165.85(2)(c)
- Wis. Stat. § 121.02(1)(i)
- Wis. Stat. § 120.44 (unified school districts)
- Wis. Stat. § 120.13
- Wis. Stat. § 118.257
- Wis. Stat. § 118.127
- Wis. Stat. § 118.125
- Wis. Stat. § 118.001
- Wis. Stat. § 66.0301

Last Modified by Debby Finton on September 2, 2020



SCHOOL DISTRICT OF MANAWA

Job Description

SCHOOL RESOURCE OFFICER (SRO)

ESSENTIAL SKILLS:

1. Ability to serve as a resource for teachers, parents, and students for law-related concerns and questions
2. Serve as a mentor for students
3. Ability to serve as a resource in areas that may affect the education environment and are or may be law-related
4. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
5. Accurately follow verbal and written directions
6. Work well under pressure
7. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
8. Ability to collaborate with diverse work teams
9. Demonstrate skills in consensus-building and mediation
10. Capable of researching and creative problem solving
11. Maintain confidentiality and loyalty to the School District of Manawa and the Manawa Police Department
12. Promote a positive image of the School District of Manawa and Manawa Police Department at all times

QUALIFICATIONS:

Experience, Education, and Licensure

1. Bachelor's Degree in Criminal Justice/Law Enforcement
2. Valid Wisconsin Driver's Licence
3. Duly authorized law enforcement officer through the Manawa Police Department. SRO must continually fulfill necessary requirements to remain in good standing with the MPD.
4. Hold ALICE trainer certification (can be completed once hired at the district's expense).
5. Successful completion of basic SRO course from the National Association of School Resource Officers (can be completed once hired at the district's expense).
6. A minimum of two (2) years of law enforcement work experience.

Required Skills and Abilities

1. Able to work flexible hours, evenings and staggered shifts, weekends and/or in emergency situations as per the school year calendar of events
2. Operate a two-way radio and qualify with a MPD issued firearm
3. Direct traffic/pedestrians crossing busy streets around schools or on school grounds when necessary
4. Investigate suspicious circumstances, persons, vehicles, etc.
5. Able to work in inclement weather, lift up to 60 pounds, and walk, run, climb, crawl or sit for extended periods of time
6. Knowledge of Wisconsin criminal and traffic code, City of Manawa and Waupaca County

- ordinances, criminal procedures, juvenile law and court proceedings
7. Must not have any open internal affairs investigations
 8. Pass criminal history, background investigation, and psychological examination.
 9. Respond to imminent threats as a single officer for the protection and preservation of life
 10. Ability to interpret and administer laws, policies, and procedures consistently and objectively
 11. Communicate effectively, verbally and in writing, to a diverse audience
 12. Plan, organize, and prioritize work
 13. Remain flexible in order to adapt to changes in the work environment
 14. Excellent time-management, problem-prevention, and problem-solving skills
 15. Work accurately with close attention to detail
 16. Advanced computer skills, including email, word processing and spreadsheets
 17. Work effectively, professionally and tactfully with students, parents, staff, and the community
 18. Possess a work ethic that includes neatness, punctuality and accuracy
 19. Exhibit a professional appearance and demeanor
 20. Demonstrate the highest level of ethical behavior
 21. Maintain confidentiality of sensitive information
 22. Study and apply new state and federal laws and regulations
 23. Develop relationships with key stakeholders

JOB GOALS:

1. The School Resource Officer supports and facilitates the educational process within the School District of Manawa by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime.
2. Work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools.
3. The School Resource Officer will patrol district property to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.

REPORTS TO:

Manawa Chief of Police or Designee

EVALUATED BY:

Manawa Chief of Police and School District of Manawa District Administrator

The evaluation will include:

- Documentation of success of established goals.
- Observations.
- Community feedback/survey.
- Accomplishment of tasks and responsibilities as per the job description.

TERMS OF EMPLOYMENT:

.5 FTE salaried position from September 1 to June 30 when students are present and when requested to be present for non-student days.

Salary and benefits to be determined mutually by the Board of Education and City of Manawa with a shared cost arrangement for the time period noted above at 50/50 per entity.

Eighteen (18) month probationary period per City of Manawa Police Department Policy

PERFORMANCE RESPONSIBILITIES:

Job-Specific Responsibilities

- Enforce federal, state, and local traffic and criminal laws and ordinances.
- Responsible for dealing with criminal law issues, not the enforcement of school discipline or to punish students.
- Serve as a positive role model for students.
- Protect persons and property on school premises; work through school administration to address concerns related to school safety including participation in the refinement of the District Safety Plan and emergency response protocols.
- Participate in and assist school principals with safety drills, protocols, and procedures.
- Provide preventative patrol of District property and within the schools..
- Participate in faculty and student meetings or assemblies as appropriate to become integrated into the school community.
- Participate in Response to Intervention Team meetings to provide wrap around services to students and families as needed.
- Collaborate with the SDM administrative team and staff to foster a better understanding of the law enforcement function to maintain a secure learning environment.
- Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts.
- Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased, or rented property.
- Take law enforcement action to protect against unwanted intruders.
- Make student arrests only in the event of a real and immediate threat to students, staff, or public safety.
- Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
- Work with the Athletic/Activities Director and School Principals to coordinate security for crowd and vehicle control at co-curricular activities and special events.
- Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff.
- Serve as the initial first responder and school safety coordinator for campus emergencies.
- Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements).
- Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court as required.
- Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons.
- Provide classroom presentations on protective behaviors, drug and crime prevention and fundamental concepts and structure of the law.
- Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.
- Provide executive protection; provide transportation to and from pre-designated places for Board Members and district administrators.

- Perform other duties as assigned by appropriate supervisory personnel and school administrators.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District/with the City.

The School District of Manawa and the City of Manawa do not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.



Basic 40-Hour School Resource Officer Course Outline and Objectives

COURSE DESCRIPTION

The NASRO Basic School Resource Officer Course is a forty-hour (40) block of instruction designed for law enforcement officers and school safety professionals working in an educational environment and with school administrators. The course provides tools for officers to build positive relationships with both students and staff.

The course is also beneficial for educational professionals dedicated to providing a safe learning environment and provides a more in-depth understanding of the role and functions of an SRO.

The course emphasizes three main areas of instructions:

Law Enforcement Function – Instruction on the differences between law enforcement when conducted inside a school environment including understanding the teen brain and de-escalation techniques.

Mentoring Students – Instruction designed to provide tools to be a positive role model for youth including informal counseling techniques.

Guest Speaking – Instruction on a variety of instructional techniques as well as classroom management tools to provide law-related education to students.

Attendees will gain a solid working knowledge of the School Resource Officer concept and how to establish a lasting partnership with their schools.

The purpose of this course is to provide participants with information regarding the school resource officer concept and the skills necessary for its successful implementation.

Course Objectives:

- Clearly define and explain the SRO Triad concept.
- Demonstrate positive and professional communication.
- Apply the concepts of planning, prevention, and response to school safety.

TEACHING METHODOLOGY / CLASS FORMAT: This course uses a combination of classroom instruction, interactive learning, PowerPoint presentations, videos, and practical scenarios. Students will be provided with a NASRO Basic Course Manual and access to website resources.

METHODS OF EVALUATION: Successful completion of course requirements will be measured by a written examination at the conclusion of the course. Students must pass the examination in order to receive a NASRO certificate.

ATTENDANCE POLICY: Attendees will be allowed to miss no more than 10% of the total course time or a maximum of 4 hours. Any absences must be approved by the Instructor.

CONTENT OUTLINE:

I. Foundations of School-Based Law Enforcement

Goal: Students will learn the history of school-based policing and the roles and responsibilities of the SRO position.

Learner Objectives:

- Identify several early SRO programs and explain why they were or were not successful.
- Understand the importance of NASRO in school-based policing.
- Prepare a list of daily duties of a typical SRO.
- Identify the NASRO Triad concept and describe each component.

II. Ethics and the SRO

Goal: Establish a highly ethical SRO program in order to build mutual respect and trust among the SRO, students, parents, and school staff.

Learner Objectives:

- Describe the need for a high standard of ethics in the role of SRO.
- Understand the ethical considerations unique to an SRO.

III and IV: The SRO as a Teacher/Guest Speaker and Effective Presentations

Goal: Fully equip the SRO to be confident in the role as a teacher/guest speaker, understand the importance of law-related education, and have proven techniques for classroom management.

Learner Objectives:

- Define Law- Related Education (LRE).
- Understand the learning process.
- List the components of a lesson plan.
- Demonstrate effective presentation skills.

V: Understanding Special Needs Students

Goal: Provide strategies for SROs to be appropriately proactive and reactive when interacting with students with disabilities.

Learner Objectives:

- Understand components of Individuals with Disabilities Education Act.
- Gain a better understanding of the discipline process for students with disabilities.
- Understand the different diagnostic disability categories.
- Demonstrate ways to communicate proactively with students with disabilities.

VI: The SRO as an Informal Counselor/Mentor

Goal: Provide participants with the tools to become a more effective informal counselor/mentor, and to equip SROs with strategies to foster vital, informal counseling/mentoring relationships.

Learner Objectives:

- Articulate a basic understanding of the Family Educational Rights and Privacy Act (FERPA).
- Develop strategies to foster informal counseling/mentoring relationships with students.
- Identify student behavior that would merit a referral to a community or professional service.

VII: Social Media and Cyber Safety

Goal: Social media apps and technology are rapidly evolving which often creates challenges and safety issues to the school environment. This block of instruction will provide tools to address incidents, criminal or noncriminal, which originate or intersect on social media.

Learner Objectives:

- Understand social media in all its forms.
- Understand the impact of social media on students.
- Gain knowledge on how to advise students and parents on social media safety.

VIII: Understanding the Teen Brain

Goal: Participants will gain an understanding of the complex interaction between intellectual and emotional development during the time of adolescence. This block of instructor will explain the adolescent brain: how the teen brain develops, the two types of teen brains, and traumatic influences on the teen brain.

Learner Objectives:

- Explain the differences between puberty and adolescence.
- Understand the impact of brain development on impulsive behavior as it peaks during adolescence.
- Distinguish between the "Thinking Brain" and the "Feeling Brain" as they drive adolescent behavior.
- Understand the most effective communication strategies for working with adolescents.

IX: Violence and Victimization: Challenges to Development

Goal: Explore victimization in childhood and adolescence, as well as the impact of trauma on development. The body's hard-wired, biologically based, stress response ("fight or flight") system will be explained including the role of the brain in the stress response system; the nature of traumatic stress; the impact of traumatic stress on the brain; and the behavioral and emotional effects of trauma in childhood and adolescence. The influence of victimization on interactions with SROs will be outlined, as well as best practice approaches for interactions with traumatized youth.

Learner Objectives:

- Define three types of stress.
- Understand the effects of traumatic stress on the human body.
- Identify the correlation between the ACE report and the role of the SRO.
- Identify strategies for the SRO when working with traumatized and victimized youth.

X: Sex Trafficking of Youth

Goal: In the role of an SRO, it is imperative that the signs of, and facts about, sex trafficking are well understood. This block of instruction will provide information and resources to assist SRO's in their role in anti-sex trafficking efforts.

Learner Objectives:

- Define Commercial Sexual Exploitation of Children (CSEC).
- Explain why a victim centered approach to CSEC is vital.
- Understand recruitment and control of CSEC victims.
- Identify ways SROs can contribute to anti-sex trafficking efforts.

XI: School Law

Goal: The SRO must become a specialist in school related law. This block of instruction will provide generalized information regarding the continual legal decisions that potentially or directly impact the daily duties and responsibilities of the SRO and the school team.

Learner Objectives:

- Apply knowledge learned to presentations for staff and students.
- Gain insight to important court cases.
- Understand juvenile law to counterbalance the potential for liability.

XII: Developing and Supporting Successful Relationships with Diverse Students

Goal: This module is designed to provide awareness of biases within oneself and within others that can be a barrier to successful and trusted relationships with diverse school populations. Successful SROs build relationships by recognizing their existing biases and implementing

strategies that build trust and respect. In support of the NASRO Triad, participants will explore strategies for creating, fostering, and maintaining authentic relationships with diverse communities and marginalized groups in schools.

Learner Objectives:

- Explore society's understanding of culture and diversity to understand their impact on law enforcement and community relations.
- Examine how potential biases can impact the role of the SRO as informal counselor/mentor.
- Explore strategies to counter identified barriers to strengthen SRO and community relations.

XIII: Effects of Youth Trends and Drugs on the School Culture and Environment

Goal: This block of instruction will offer general knowledge about the latest drugs and youth trends that will assist an SRO in detecting safety concerns on the school campus. This block of instruction will provide tools for an SRO to stay up-to-date on the newest drugs and youth trends that are always evolving and to emphasize the impact these subcultures could have on the school setting.

Learner Objectives:

- Understand how youth trends and drugs affect the school environment.
- Recognize the importance of keeping current with youth trends in order to recognize potential issues in the school.
- Apply tools to stay current on youth trends and drugs that will affect the school environment.

XIV: Threat Response: Preventing Violence in School Settings

Goal: This block of instruction will guide school and law enforcement personnel in response and investigation into verbal and/or written threats of violence. With this information SROs will be able to make informed decisions regarding threats of varying degrees and understand possible ways of dealing with those who make the threats.

Learner Objectives:

- Recognize factors involved in determining the validity of a threat.
- Identify the three basic practices involved in threat assessment and safety.
- Conduct a basic threat assessment and identify possible responses.

XV: School Safety and Emergency Operations Plans

Goal: In order to provide a safe learning environment, schools and SROs must be prepared for numerous types of emergency situations on campus from a violent intruder to inclement weather. This block of instruction will give SROs the tools needed to become an effective member of the school safety team and develop, with a collaborative team, an Emergency Operations Plan.

Learner Objectives:

- Implement effective proactive school safety measures.
- Identify school threats and develop prevention and preparedness models based on identified threats.
- Collaborate with stakeholders on the development and implementation of an Emergency Operations Plan.

XVI: Crime Prevention Through Environmental Design

Goal: This block of instruction will guide school and law enforcement personnel in identifying and understanding the Crime Prevention Through Environmental Design (CPTED) principles and how applying those principles to the school campus can prevent crime.

Learner Objectives:

- Understand the CPTED concept and three core principles.
- Apply CPTED principles to improving the environmental design of a school and reducing crime.

**NASRO Basic School Resource
Officer Training Agenda**

Day One

8:00 – 9:00 am	Welcome, Introductions, Course Overview
9:00 am – 12:00 pm	Foundations of School-Based Law Enforcement
12:00 – 1:00 pm	Lunch
1:00 – 3:00 pm	Ethics and the SRO
3:00 – 5:00 pm	The SRO as a Teacher/Guest Speaker

Day Two

8:00 – 10:00 am	The SRO as a Teacher/Guest Speaker: Effective Presentations
10:00 am – 12:00 pm	Understanding Special Needs Students
12:00 – 1:00 pm	Lunch
1:00 – 3:00 pm	The SRO as an Informal Counselor/Mentor
3:00 – 5:00 pm	Social Media and Cyber Safety

Day Three

- 8:00 – 11:00 am Understanding the Teen Brain
- 11:00 am – 12:00 pm Violence and Victimization: Challenges to Development
- 12:00 – 1:00 pm Lunch
- 1:00 – 3:00 pm Violence and Victimization: Challenges to Development, *continued*
- 3:00 – 5:00 pm Sex Trafficking of Youth

Day Four

- 8:00 am – 12:00 pm School Law
- 12:00 – 1:00 pm Lunch
- 1:00 – 3:00 pm Developing Successful Relationships with Diverse Students
- 1:00 – 5:00 pm Effects of Youth Trends and Drugs on the School Culture and Environment

Day Five

- 8:00 – 10:00 am Threat Response: Preventing Violence in Schools
- 10:00 am – 12:00 pm School Safety and Emergency Operations Plans
- 12:00 – 1:00 pm Lunch
- 1:00 – 3:00 pm Crime Prevention Through Environmental Design
- 3:00 – 4:00 pm Program Enhancements
- 4:00 – 5:00 pm Course Review and Exam

Agenda times are subject to change at the discretion of the instructor.