

Adopted: April 29, 2014

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of Woodbury Leadership Academy is to maintain a learning and working environment that is free from discrimination, harassment, and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Woodbury Leadership Academy prohibits any form of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy discriminates against a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy.

- D.. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- E. Woodbury Leadership Academy will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. The threat to do bodily harm to another with present ability to carry out the threat.
- B. "Discriminate" includes segregate or separate. It also includes:
 - 1. An "unfair discriminatory practice", as described in Minn. Stat. §§ 363A.13, 363A.14 and 363A.15; and
 - 2. Any violation of federal laws prohibiting discrimination in education (including "Section 504 of the Rehabilitation Act of 1973" and the "Americans with Disabilities Act").
- C. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 3. Otherwise adversely affects an individual's employment or academic opportunities.
- D. "Immediately" means as soon as possible but in no event longer than 24 hours one school day.
- E. Protected Classifications; Definitions
1. "Age" means the person is over the age of 25 years.
 2. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. Has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. Has a record of such an impairment; or
 - c. Is regarded as having such an impairment.
 3. "Familial status" means the condition of one or more minors being domiciled with:
 - a. Their parent or parents or the minor's legal guardian; or
 - b. The designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 4. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 5. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

F. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
 - a. Unwelcome verbal harassment or abuse;
 - b. Unwelcome pressure for sexual activity;
 - c. Unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of

pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;

- d. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. Unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. Coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. Coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. APPLICABILITY OF THIS POLICY

- A. The antidiscrimination laws and this policy apply to all of the academic and nonacademic (e.g. athletic and extracurricular) programs of Woodbury Leadership Academy, whether conducted in school facilities or elsewhere.
- B. For purposes of this policy, any Woodbury Leadership Academy student who is discriminated or harassed against, including being subjected to violence, by students or Woodbury Leadership Academy employees or agents based upon that student's membership in a protected class may file a complaint as described more fully in section VI below.

V. STAFF EXPECTATIONS

Teachers and staff at Woodbury Leadership Academy are expected to do the following to prevent and stop incidents of discrimination, harassment, or violence:

- A. Be alert for possible signs of discrimination, harassment, or violence;
- B. Any school employee who witnesses prohibited conduct and possesses reliable information that would lead a reasonable person to suspect that a student is a target of a prohibited conduct must make reasonable efforts to intervene to stop the prohibited conduct unless circumstances would make such intervention dangerous; and
- C. Report any incident of discrimination, harassment, or violence to the Woodbury Leadership Academy's Executive Director.

VI. COMPLIANCE OFFICER DESIGNATIONS, REPORTING PROCEDURES

- A. Human Rights Officer Designation.
 - 1. The Board of Woodbury Leadership Academy hereby designates [name or title of individual] as the school's human rights officer to receive reports or complaints of discrimination, harassment, or violence. —
 - a. The Woodbury Leadership Academy's Human Rights Officer is:
 - b. (Name/Title of Person).
 - c. The Human Rights Officer can be contacted at:
 - d. Mailing address:
 - e. Email Address:

- f. Telephone number:
 2. If the complaint involves the designated human rights officer, the complaint will be filed directly with the Executive Director.
 - a. The Executive Director is:
 - b. The Executive Director can be contacted at:
 - c. Mailing address:
 - d. Email Address:
 - e. Telephone number:
 3. Woodbury Leadership Academy shall conspicuously post the name of the human rights officer(s), including mailing address, email address, and telephone numbers.
- B. Reporting Procedures.
1. Any person who believes he or she has been the victim of discrimination, harassment, or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of Woodbury Leadership Academy, or any person with knowledge or belief of conduct which may constitute discrimination, harassment, or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to the Executive Director. Reports made to other employees will be provided to the Executive Director.
 2. Woodbury Leadership Academy encourages the reporting party or complainant to use the report form available from the Woodbury Leadership Academy office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting discrimination, harassment, or violence prohibited in this policy directly to the Executive Director or the school human rights officer.
- C. The Executive Director, or the Executive Director's designee, is the person responsible for receiving oral or written reports of discrimination, harassment, or violence prohibited by this policy. Any adult school personnel who receives a

report of discrimination, harassment, or violence prohibited by this policy shall inform the Executive Director or the Executive Director's designee immediately. If the complaint involves the Executive Director, the complaint shall be made or filed directly with the Woodbury Leadership Academy human rights officer by the reporting party or complainant.

- D. Upon receipt of a report, the Executive Director must notify Woodbury Leadership Academy human rights officer immediately. The Executive Director may request, but may not insist upon, a written complaint.
1. If the Executive Director fails to forward any discrimination, harassment, or violence report or complaint (written or oral) to the human rights officer within one school day, that individual will be subject to disciplinary action.
 2. If the report was given orally, the Executive Director will personally reduce it to written form no later than seventy-two (72) hours and forward it to the human rights officer.
- E. Woodbury Leadership Academy will establish a protocol for recording all incidents of discrimination, harassment, or violence prohibited by this policy.
- F. Submission of a good faith complaint or report of discrimination, harassment, or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- H. Reports of discrimination, harassment, or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. Woodbury Leadership Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with Woodbury Leadership Academy's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of Woodbury Leadership Academy, the human rights officer, upon receipt of a report or complaint alleging **discrimination**, harassment, or violence prohibited by this policy, shall immediately undertake or authorize an investigation. The investigation may be conducted by school officials or by a third party designated by Woodbury Leadership Academy.

- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, Woodbury Leadership Academy should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. Based on the preponderance of the evidence, Woodbury Leadership Academy will determine whether the alleged conduct created an intimidating, hostile, or offensive educational environment.
- E. In addition, Woodbury Leadership Academy may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged discrimination, harassment, or violence prohibited by this policy.
- F. The investigation will be completed as soon as practicable. Woodbury Leadership Academy human rights officer shall make a written report to the administration upon completion of the investigation. If the complaint involves the administration, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL ACTION

- A. Upon completion of the investigation, Woodbury Leadership Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school policies.
- B. The result of Woodbury Leadership Academy's investigation of each complaint filed under these procedures will be reported in writing to the complainant by

Woodbury Leadership Academy in accordance with state and federal law regarding data or records privacy.

- C. Depending on the severity and nature of the discrimination, harassment, violence, or other prohibited conduct, Woodbury Leadership Academy will take one or more of the following steps, as appropriate:
1. Intervention, Warning, and Redirection. A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that discrimination, harassment, or violence will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future.
 2. Notification of Parents. School staff will notify the parents of involved students and inform affected students and parents of their rights under state and federal data practices law to obtain access to data related to the incident and their right to contest the accuracy or completeness of the data. The parents may be asked to meet with the Executive Director or other members of the school staff, including the student's teacher.
 3. Opportunity to Present Defense. The alleged perpetrator of the discrimination, harassment, violence or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
 4. Resolution with the Target of the discrimination, harassment, or violence. A student who violates this policy may be required to participate in appropriate resolution, including restorative justice activities.
 5. Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with school staff to work on positive behavioral interventions to help prevent future violations.
 6. Adjustment in Student's Schedule. In cases of severe or repeated discrimination, harassment, or violence the student's schedule may be altered. This action will be designed to minimize the burden on the Target's educational program.
 7. Loss of School Privileges. The student may lose recess for one or more days, may lose school privileges, or be suspended, as appropriate.

8. Suspension/ Expulsion. In cases of severe or repeated discrimination, harassment, or violence prohibited by this policy, the student may be suspended or expelled.
9. Staff Consequences. A Woodbury Leadership Academy employee who fails to immediately and appropriately address discrimination, harassment, or violence prohibited in this policy may be asked to participate in additional staff training or may be mentored unless circumstances would make such intervention dangerous. A staff member's repeated failure to address discrimination, harassment, or violent behavior prohibited in this policy may result in discipline up to and including discharge, as appropriate.
10. Community Resources. Woodbury Leadership Academy may provide information about available community medical and mental health resources to the target, actor, or other affected individuals.
11. Student with a Disability. The Student's individualized education program or section 504 plan may be used to address the skills and proficiencies the student needs to respond to or not engage in the prohibited conduct.
12. If the discrimination, harassment, or violent behavior or other prohibited conduct violates the law or any other school rules or policy, additional actions may be taken by Woodbury Leadership Academy against the student for the violation as appropriate.

VII. REPRISAL

Woodbury Leadership Academy will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged discrimination, harassment, or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such discrimination, harassment, or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human

Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit Woodbury Leadership Academy from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. Woodbury Leadership Academy will develop a method of discussing this policy with students and employees.
- E. Woodbury Leadership Academy may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Adopted: May 27, 2014

Revised:

521 STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C below are protected from discrimination on the basis of a disability.
- B. The responsibility of Woodbury Leadership Academy is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. Has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. Has a record of such an impairment; or
 - 3. Is regarded as having such an impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

V. COORDINATOR

- A. Persons who have questions, comments, or complaints regarding a student's disability issue should contact the Section 504 Coordinator in accordance with Woodbury Leadership Academy's Section 504 Complaint Procedure. If the Section 504 Coordinator is the subject of the complaint, the Executive Director will appoint an impartial investigator who will conduct the investigation.

- B. Anyone who wishes to report an incident(s) that may involve discrimination or unlawful discriminatory conduct should follow the reporting procedures in Woodbury Leadership Academy Policy 413.

WOODBURY LEADERSHIP ACADEMY

Adopted: October 25, 2016

Amended August 22, 2017

201.1: BOARD OF DIRECTORS ELECTION PROCEDURE

I. PURPOSE

The Board of Directors (“Board”) shall be composed of up to nine (9) members. Each member shall serve for a three (3) year term or until the member dies, resigns, is removed or the term otherwise expires as provided by law or by WLA Bylaws. The composition of the Board of Directors shall be in compliance with Minnesota Open Meeting Law.

II. GENERAL ELECTION PROCESS

- A. Elections shall be held annually the week prior to the regular June Board meeting.
- B. The Board shall appoint three (3) election officials at the March Board meeting.
- C. Election officials shall be individuals who are not nominated for the Board and have no family member nominated for the Board.
- D. The Board of Directors will appoint either a member or the ex officio to oversee the election procedure.
- E. All completed voting ballots must be delivered in person by the voter or by USPS no later than the Election Day.
- F. One or more election officials will be responsible for verifying receipt of all ballots and for keeping ballots secured in a locked box until counting.
- G. All election officials work to count all ballots and resolve any ballot disputes.
- H. Counting results are shared with Board Chair and all voting and ballot records are given to the Board at the following Board meeting.

III. NOMINATIONS FOR BOARD OF DIRECTORS

Beginning ninety (90) days in advance of WLA’s July annual Board meeting, the Board of Directors will solicit nominations for all of the Board member positions that will be filled at the regular Board meeting in July. A Self-Nomination Application form will be considered valid if received by the nomination deadline and the applicant meets all of the requirements as outlined in WLA Bylaws.

IV. VOTING ELIGIBILITY

- A. Parents or legal guardians of a student enrolled at WLA shall have one vote.
- B. All paid WLA staff shall have one vote.
- C. All WLA community Board members shall have one vote.
- D. No one may have more than one vote.
- E. All eligible voter names will be compiled onto an election checklist used during ballot counting to verify one vote per person.

V. DETERMINING THE ELECTION WINNERS

- A. The nominees for each seat with the highest number of votes is the winner.
- B. In the event of a tie, the Board shall hold a tie breaking vote.
- C. The vote tallies for each candidate will be certified at the following Board meeting to be published in the Board Meeting Minutes.
- D. Disputed ballots shall only be considered valid if all election officials reach a unanimous agreement over the dispute.
- E. All election ballots and election records shall be kept for a minimum of one (1) year.

VI. VOTING PROCEDURES

- A. A ballot shall consist of one numbered ballot sheet, one signature card, one privacy envelope, one voting envelope and one instruction sheet for proper ballot submission.
- B. Sample voting instructions:

WLA Election for Board of Directors - Month, Date, Year

Voting deadline is the close of business on Friday, _____

- Mark your election choices on the ballot sheet with a pen. You may only choose listed candidates. No write-ins will be accepted.
 - Insert one completed ballot sheet into the privacy envelope and seal it.
 - Print and sign your name on the signature card.
 - Insert the sealed privacy envelope and completed signature card into the voting envelope and seal it.
 - Deliver the sealed voting envelope to the WLA main office by the deadline.
 - The sealed voting envelope may be sent by USPS to the WLA main office and must arrive by the deadline.
- C. A new ballot may be issued by the election officials in the event an issued ballot is lost, damaged, etc.
 - D. Without being opened, voting envelopes shall be initialed and dated by an election official before being put in the voting box.
 - E. The voting box must be securely locked in WLA main office when it is not attended by an election official.

VII. COUNTING PROCEDURES

- A. The election officials will complete the count of all ballots before the following Board meeting.
- B. Invalid ballots will be kept separate and tallied at the end for reporting to the Board.
Reasons for invalid ballots include:
 - No name or signature on privacy envelope
 - Ineligible voter
 - Not an official ballot
 - Ballot received after the deadline
 - Marking too many candidates.

- *Note: If the intent is clearly marked on the ballot sheet and the election officials unanimously agree on the validity of the ballot, it will be considered valid.*
- C. One election official will verify the receive date on voting envelope. The official will open the voting envelope and hand the signature card and privacy envelope to a second election official. The voting envelope will be placed in its own pile to be counted.
- D. Voting envelopes with a receive date after the deadline shall be marked “Deadline” and placed unopened in the invalid ballot box.
- E. The second election official will cross check the printed name on the signature card with the election checklist to ensure there is only one vote per person.
- F. After passing the cross check, the unopened privacy envelope containing the ballot sheet will be put into a counting box. Ballots without the privacy envelope should also be placed into the counting box for counting. Signature cards will be placed in their one pile to be counted.
- G. In the event that more than one ballot is received from the same person, only the first vote will be counted. The unopened privacy envelope shall be marked “Duplicate” and placed in the invalid ballot box. Ballots without a privacy envelope shall have the ballot sheet marked “Duplicate” instead and placed in the invalid ballot box.
- H. Ballots without a properly signed signature card will not be counted. The unopened privacy envelope will be marked “No Signature” and placed in the invalid ballot box. Ballots without a privacy envelope shall have the ballot sheet marked “No Signature” instead and placed in the invalid ballot box.
- I. After all voting envelopes are opened and signatures cross-checked, the ballots in the counting box should be mixed and then counted.
- J. Each election official will tally all ballots. If all counts do not agree, they will be recounted.
- K. The number of ballots will be verified with the number of opened, valid voting envelopes.
- L. The election certification report will be filled out and given to the Board Chair, to be included in the Board meeting minutes for the next meeting.
- M. The Board Chair and the WLA Executive Director will be contacted with the results.
- N. The Board Chair will contact all candidates to inform them of the results, thank them for their participation, and remind the winners of the date for their first meeting.
- O. All election ballots and election documents will be given to the Board for storage with the school records for a minimum one (1) year.

VIII. CAMPAIGN GUIDELINES

WLA will only allow candidates to submit a prepared campaign statement and biography for distribution to its stakeholders. It is highly recommended that all candidates carefully prepare and submit this documentation to be posted on the WLA school website and a hard copy will be distributed to stakeholders.

- A. Items in Candidate Statement and Biography should include:

- a. Biography highlights which may include educational experience, CM experience, committee appointments, volunteer work awards, and/or honors received.

Not Permitted

- Shall not print and distribute materials promoting or opposing a candidate using district resources.
 - Shall not use school grounds or school events to promote or oppose a candidate.
 - Signs advocating for or against candidates or ballot measures shall not be posited on district property in any area accessible for the general public or in classrooms.
 - Publicly owned vehicles shall not be used to carry or display political material.
 - Shall not pressure employees or Board members.
 - Shall not use the school's internal mail or email system to communicate campaign-related information.
 - Smear campaigning will not be tolerated.
- If any campaigning guidelines are violated, the WLA Director will contact the candidate.

