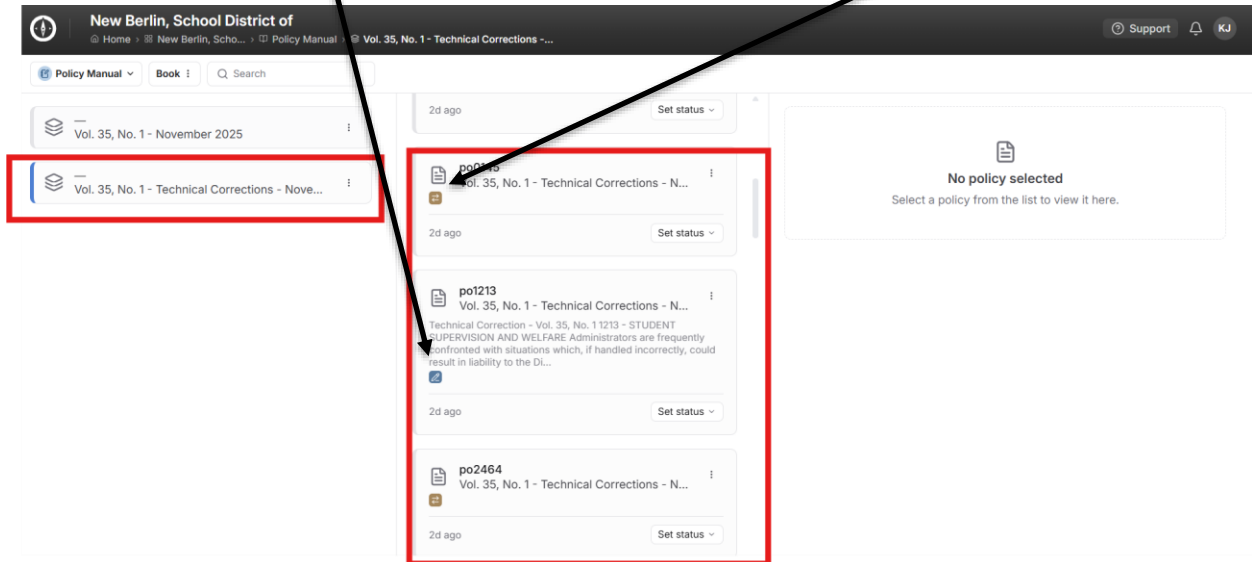


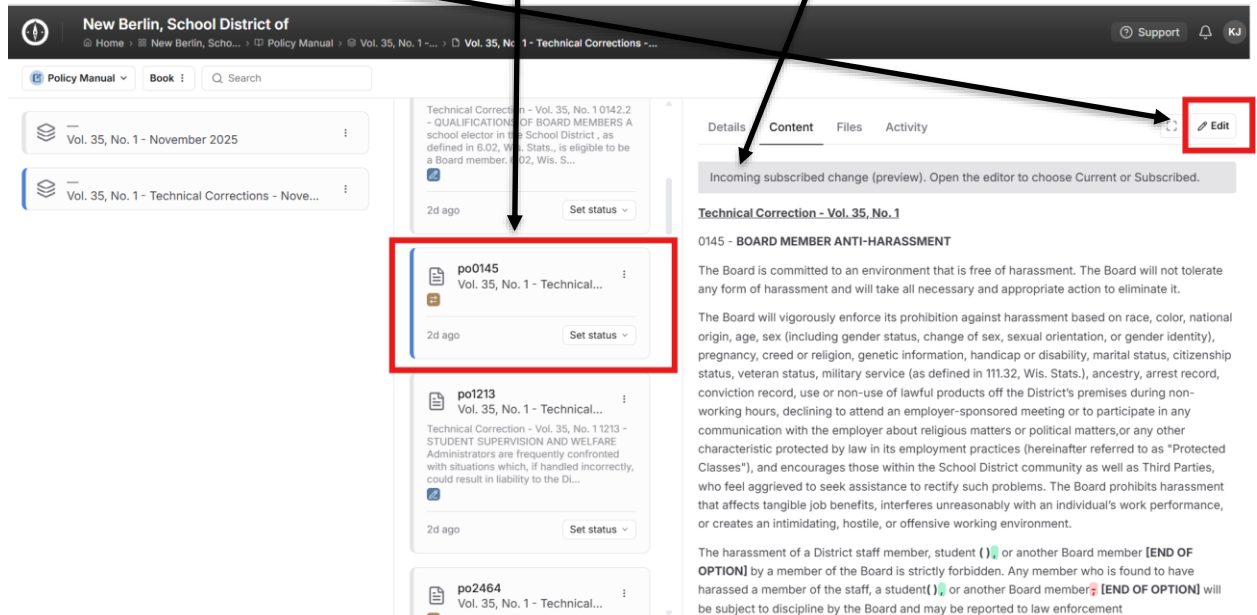
Editing an Update using the Compare Option in NPPT

1. You are now ready to compare the **Update** to the current copy of the Policy and start the editing process. After clicking on the Update notice in the viewing area there are **Brown Icons** and **Blue Icons** under the Policy description. The Brown Icon indicates there is a Comparison match to an existing version on the same policy. The Blue Icon indicates that “Track Changes” is all ready in this document.

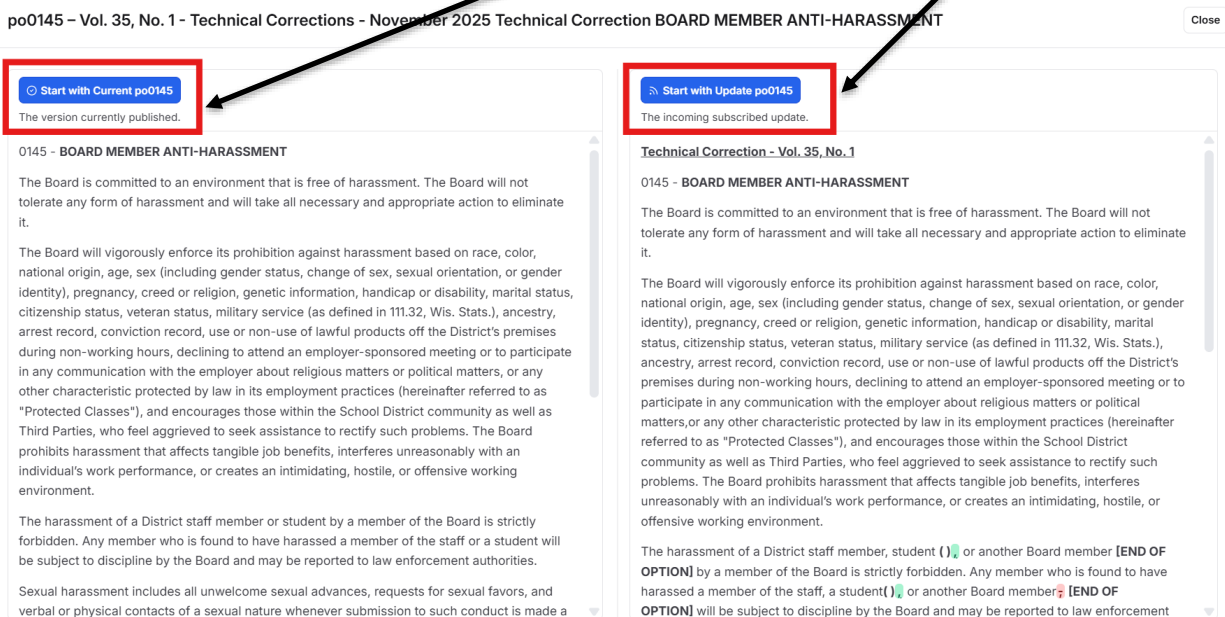


Setting up for Editing an Update in NPPT after import process

2. Setting up for Editing – Click on the **policy** you want to edit it will open to the right. You will see the **Edit Icon** in the upper right hand corner. **Also a notation.**



3. Click on the Edit Icon. You will now see a split screen showing the **Neola Update** on the right side and copy of the **current version** of the Published policy on the left side.



4. Selecting the Policy to edit. *** When you are in the comparison view you can edit on the right side of the compare screen.** This means you will choose if you want to edit the current copy of the policy or if you choose to edit the update. Below shows that the **Copy of the current policy will be edited**. * You can only edit on the right side of the split screen view!

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Technical Correction - Vol. 35, No. 1

0145 - BOARD MEMBER ANTI-HARASSMENT

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The harassment of a District staff member, student () or another Board member [END OF

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0145 - BOARD MEMBER ANTI-HARASSMENT

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5. The CK Editor is the same editor that was used in BoardDocs so the Editing processes remain the same. Turn on **Track Changes** in the editor, and copy and paste new language for the update on the left into the appropriate location on the copy of current policy. When finished editing click on **Save** in the right hand corner

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verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation. (See also Policy 1422 /Policy 3122/Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment Nondiscrimination and Equal Employment Opportunity and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 3122 - Nondiscrimination and Equal Employment Opportunity ;and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation:

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)

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Track Changes

/Policy 3122/Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment Nondiscrimination and Equal Employment Opportunity and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities; Policy 3122 - Nondiscrimination and Equal Employment Opportunity ;and Policy 4122 - Nondiscrimination and Equal Employment Opportunity)

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