

**School District of  
West Allis-West Milwaukee, et al.**

Book	Policy Manual
Section	Update Overviews
Title	Overview for Update 34-2
Code	34-2
Status	

**WISCONSIN OVERVIEW AND COMMENTS**

**Volume 34, Number 2  
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All production-related materials and questions should be directed to the Coshocton Office at 632 Main Street, Coshocton, Ohio 43812 (phone 800-407-5815, fax 740-622-2557). Billing questions should be directed to the Stow Office at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone 330-926-0514, fax 330-926-0525).

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

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

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

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

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

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

Your Neola Associate will contact you soon to schedule an appointment to review this update and ensure you are current on it and previous updates.

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

### Processing Update Materials

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

### Using Header Box Options in BoardDocs

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

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

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

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

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

### District-Specific Materials

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

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

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

### Notice Regarding Legal Accuracy

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

arises in which such a review or assistance is necessary.

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

## **Policy Revisions**

### **Bylaw 0100 - Definitions (Revised)**

Several definitions have been updated to make them more current, and a new definition of school district classifications has been added.

Recommended but not required.

### **Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct (Revised)**

Clarifying language has been added to several provisions, as well as a direct reference to conflict of interest.

Recommended but not required.

### **Bylaw 0166.1 - Consent Agenda (Revised)**

Additional options have been added based on practical usage.

### **Policy 1461 - Unrequested Leaves of Absence/Fitness for Duty (Revised)**

Additional enforcement language has been added, and cross-references to policies have been updated.

Recommended but not required.

### **Policy 2440.01 - Summer or Interim School Attendance (Revised)**

This policy has been updated to provide additional options for establishing attendance and other requirements for summer school.

Recommended for consideration but not required.

### **Policy 2522 - ( ) Library Media Centers ( ) Instructional Material Centers ( ) Libraries (Revised)**

This policy revision is intended to assure that challenges to materials are brought forward by persons with actual personal knowledge of the content and are therefore able to articulate the concern(s) based on the complainant's own knowledge, rather than using lists generated by interest groups. This will improve the review process whereby the complainant can identify content that the complainant believes, based on personal knowledge, is inconsistent with applicable community standards.

Recommended but not required.

### **Policy 3120.04 - Employment of Substitutes (Revised)**

This policy has been revised to outline the available options that may be selected.

Recommended but not required.

### **Policy 3431 - Employee Leaves (Revised)**

### **Policy 4431 - Employee Leaves (Revised)**

This policy has been updated to offer the option to add sick leave and personal leave time off. Districts should review any revisions to ensure consistency with Policy 3432/4432. The provisions regarding testifying in legal proceedings have been clarified. Additionally, a new statute reference has been added stipulating that no employer may discharge an employee because the employee is subpoenaed to testify in an action or proceeding pertaining to a crime or pursuant to WI ch. [48](#) or [938](#).

It is recommended to improve options and enhance clarity.

**Policy 3432 - ( ) Employee Sick Leave ( ) Employee Paid Time Off (Revised)**

**Policy 4432 - ( ) Employee Sick Leave ( ) Employee Paid Time Off (Revised)**

The policy has been revised to include options for use of the benefit for certain appointments.

Recommended to encompass common usage options.

**Policy 4124 - Notice of Reasonable Assurance of Employment (Revised)**

This revision clarifies that benefits are not available based on such services performed for the District. Claims by an employee may be made based on discontinued employment from another employer other than the District. Recommended but not required.

**Policy 4213 - Student Supervision and Welfare (Revised)**

Additional language has been added regarding the expected standard of care for support staff, which is consistent with that of professional staff.

Recommended but not required.

**Policy 5112 - Entrance Age (Revised)**

This policy is updated to reflect the current state of the law, which recognizes the parental right to opt out of immunization and to file a statement regarding this choice in lieu of immunization records. The appropriate legal citation is also added.

These revisions are recommended.

**Policy 5411 - Third Grade Promotion and Retention: At-Risk Students (Revised)**

This policy has been updated to include various parental notification provisions as required by statute.

Required for compliance with the law.

**Policy 5464 - Early Graduation (Revised)**

This policy is updated to provide additional options for the evaluation and approval of early graduation requests. It also is updated to specify that a student who graduates early, but is still participating in district programming or activities, remains subject to the requirements of Board policy and other rules.

**Policy 5505 - Academic Honesty (Revised)**

This policy is updated to specify that with respect to student use of Artificial Intelligence tools, students are expected to properly attribute any content. Further, the revisions specify that students involved in third party administered programming are expected to fully comply with the rules that organization implements or has implemented regarding AI/NLP tools.

These revisions are recommended.

**Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia (Revised)**

This policy is updated to reflect additional items included within the prohibited substances, and to include "look-alike" substances.

These revisions are recommended.

**Policy 7440.03 - Small Unmanned Aircraft Systems (Drones) (Revised)**

For ease of reference, the title has been modified to include the term "Drones," and the language has been updated consistent with Wisconsin Interscholastic Athletic Association Administrative Policies and Procedures.

Recommended for current application.

**Policy 7450 - Property Inventory (Revised)**

Changes to this policy reflect better Governmental Accounting Standards Board (GASB) and Education Department General Administrative Regulations (EDGAR) requirements and also removes the reference to "capital assets", since those matters are contemplated in Policy 7455 - Accounting System for Capital Assets.

These revisions are recommended for clarity and continued compliance with the law.

**Policy 7455 - Accounting System for Capital Assets (Revised)**

This policy adds the appropriate useful life for capital assets base on Governmental Accounting Standards Board (GASB).

**Policy 7460 - Conservation of Natural and Material Resources (Revised)**

This policy is updated to provide the Board with an outline of an energy conservation, evaluation, and implementation policy. The existing policy language is confusing and does not provide options for the specific application of such initiatives.

**Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices (Revised)**

Options within this policy have been clarified.

**Policy 8120 - Volunteers (Revised)**

This policy has been updated to reflect the requirement that volunteers driving District-owned vehicles are still obligated to be under contract and meet driver requirements. As districts struggle to locate qualified and available drivers, this type of situation will likely continue to arise. This policy has been revised to include optional language clarifying that volunteers are required to abide by Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

**Policy 8420 - School Safety (Revised)**

This policy has been updated to reflect the crime reporting requirements enacted by the legislature and effective for the 2024-2025 school year. The law requires high schools to collect and report incidents as described. The first deadline to report is July 31, 2025. The Department of Public Instruction has provided detailed guidance on the reporting requirements and the scope of districts' obligation to identify, evaluate, and report covered incidents. The guidance link is embedded into the policy to encourage consultation with the step-by-step process that, if followed, will constitute a good faith effort at compliance. A client alert is also included with this update that discusses this new reporting requirement, and its many challenges, in more depth. The policy title has been modified as well to more clearly identify that the policy includes the reporting requirements of the new law.

Recommended for compliance with State statute.

**Policy 8500 - Food Services (Revised)**

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

**Policy 8510 - Wellness (Revised)**

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

**Policy 8531 - Free and Reduced-Price Meals (Revised)**

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

**Policy 8540 - Vending Machines (Revised)**

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

**Policy 8550 - Competitive Food Sales (Revised)**

This policy is being revised based on direct feedback from the Department of Public Instruction's (DPI) School Nutrition Team (SNT). The SNT conducts an Administrative Review (AR) on a five-year cycle for all Wisconsin school districts. As a proactive measure, Neola collaborated with the SNT to identify and incorporate recommended revisions to all policies reviewed during an AR. In addition, changes were made to address any corrective actions reported since Update 32.2. These revisions are necessary to ensure compliance with the law.

These revisions are required for compliance with the law.

**Policy 9151 - Use of Cameras and Other Recording Devices in Locker Rooms (Revised)**

This policy has been revised to include additional language concerning media presence in locker rooms and the prohibition of recording devices. The revisions specify guidelines for media access in locker rooms and clarify the options to prohibit the use of cellphones in any capacity within these spaces.

Recommended for compliance with statutory requirements.

Policy 5330 - Administration of Medication/Emergency Care (Revised - Stock Bronchodilators for School Districts)

Policy 5830 - Student Fund-Raising (Revised - approver)

Policy 7230 - Gifts, Grants, and Bequests (Revised - amount)

Policy 8452 - Automated External Defibrillators (AED) (Revised - usage)