

Shared Key Interests

1. Advance student learning, achievement, and success by keeping it at the heart and as the filter for our decision making.

2. Utilize research-based curricula that reflects 21st Century themes and applications and are responsive to the needs and potential of all students, preparing them for a global society.

3. Provide real-life, diverse learning opportunities with practical applications in the classroom and beyond.

4. Inform and engage the community in shaping educational strategy and formulating responses to change.

5. Attract, retain, and develop a high quality, diverse, creative, and innovative workforce of leaders.

6. Provide safe, secure, flexible, inviting, and well-maintained environments that nurture student well-being and enhance teaching and learning.

7. Identify, integrate, and expand technology to foster adaptability and maximize learning for all.

8. Foster mutually beneficial partnerships and collaborations that expand learning opportunities and resources.

Wausau School District

Board of Education Meeting Agenda

In Compliance with the Wisconsin Open Meeting Law

Public Notice s.19.84 (3)
Exemptions s.19.85

James Bouché, President
Karen Vandenberg, Clerk

A meeting of the **AUDIT OF THE BILLS COMMITTEE** will be held in the **Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403 at 5:00 PM on Monday, October 24, 2022.**

I. Call to Order	
II. Approve the Minutes	2
III. Public and Student Comment	
IV. 2022-23 Student Demographic Report	3
V. Legal Expense Summary for 1st Quarter	16
VI. Referendum Bidding Process Update	17
VII. Neola Policy Updates - Vol. 31-2 and Policy 6320 (Action Requested)	31
VIII. Alpine Ski Co-Op (Action Requested)	85
IX. Restructuring Update	86
X. Wausau East Graduation Date (Possible Action)	107
XI. Adjourn	

NOTICE IS HEREBY GIVEN THAT SCHOOL BOARD MEMBERS WHO ARE NOT MEMBERS OF THE AUDIT OF THE BILLS COMMITTEE MAY ATTEND THIS COMMITTEE MEETING AS TO CONSTITUTE A QUORUM OF THE BOARD OF EDUCATION. ANY SUCH BOARD MEMBER ATTENDANCE WILL BE FOR INFORMATION GATHERING, DISCUSSION, AND/OR RELATED PURPOSES AND WILL NOT RESULT IN DIRECT DECISION MAKING BY THE BOARD OF EDUCATION AT THE COMMITTEE MEETING.

Action Item*

NOTICE POSTED: Friday, October 21, 2022, at 2:45 pm

By: _____

NOTICE SENT TO:

WSAU WSAW-TV WAOW-TV WJFW-TV CITY PAGES WAUSAU PILOT & REVIEW SCHOOLS WAUSAU DAILY HERALD WAAM CITY HALL COURTHOUSE PUBLIC LIBRARY

Minutes of REGULAR MEETING

The Board of Education Wausau School District

DRAFT

A Education/Operations Committee Meeting of the Board of Education of the Wausau School District was held Monday, September 26, 2022, beginning at 5:30 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouché; Jon Creisher; Pat McKee; Cody Nikolai; Joanna Reyes; Cory Sillars; Lance Trollop; Karen Vandenberg; and Lee Webster.

I. Call to Order

President Bouché called the meeting to order at 5:30 pm.

II. Approve the Minutes

Pat McKee moved to approve the minutes of August 22, 2022, seconded by Cody Nikolai. The motion carried 9-0.

III. Public and Student Comment

There were none.

IV. Security Firm Approval (Action Requested)

Pat McKee moved to approve the Wausau School District to enter into an agreement with National School Safety and Security Services to conduct a comprehensive school safety and security assessment during the 2022-2023 school year, for a cost of \$62,750, seconded by Karen Vandenberg. The motion carried 9-0.

V. WSD App

Ms. White shared that the Wausau School District App is now available for free download on the App Store. It is available for both Apple and Android. By downloading, families will have access to important notifications, District news, calendars, vacancies, and much more. The marketing campaign to alert families to this new app is to begin this week.

VI. Adjourn

Pat McKee moved to adjourn, seconded by Cody Nikolai. The motion carried at 5:42 pm.

Respectfully Submitted,

Karen Vandenberg,
Board Clerk

KV:cp



STUDENT DEMOGRAPHICS

2022-2023

TABLE OF CONTENTS

<u>TOPICS</u>	<u>PAGE(S)</u>
<u>Cover Letter</u>	<u>3</u>
<u>District Sites</u>	<u>4-5</u>
<u>Third Friday Count</u>	<u>6</u>
<u>K-12 Enrollment</u>	<u>7</u>
<u>District Ethnic Enrollment</u>	<u>8</u>
<u>Free and Reduced Meals</u>	<u>9</u>
<u>Analysis of Transfer Students</u>	<u>10</u>
<u>Open Enrollment</u>	<u>11</u>
<u>Student Movement Trends</u>	<u>12</u>
<u>Home-Based Education</u>	<u>13</u>

TO: Board of Education
Dr. Keith Hilts Superintendent of Schools
FROM: Jon Euting, Director of Technology and Media Services
DATE: October 24, 2022
RE: 2022-2023 Student Demographics

Each school year, the District completes an analysis of our student demographic information based on the state-mandated Third Friday in September Count. This information illustrates short and long-term trends. The data provides key information to inform both instructional and financial decisions. Finally, the data are used to describe our current conditions to organizations or in grant writing processes.

Important highlights from the full report follow:

- ❑ Enrollment in grades 4K-12 decreased this year by 118 students for a total District enrollment of 7,873.
- ❑ Analysis of available data reveals 425 students moved into the Wausau School District while 330 students moved out of the District. This is a shift from last year when 597 students moved into the Wausau School District. The number of students moving out of the District has remained consistent compared to last year's 326.
- ❑ The overall number of students leaving the Wausau School District through Open Enrollment increased by 8, for a total of 507 students. Of the 507 students Open Enrolling out, 139 are new applicants this year. The overall number of students entering the Wausau School District through Open Enrollment decreased by 26 for a total of 269. Of the 295 students Open Enrolling in, 84 students are new applicants.
- ❑ Kindergarten enrollment continues to attract approximately 88% of available 5-year old students in the Wausau School District area.
- ❑ The Wausau School District continues to support a diverse student body with 36% of students representing a race other than white. Additionally, approximately 10% of students are English Learners and receive support.
- ❑ As of the 2022 Third Friday Count, 121 students are listed as Home-Based Education
- ❑ The District Free/Reduced lunch overall average is 46.4% compared to 54% for 2021-2022 school year.

Please contact my office if you have any questions about the data presented

Wausau School District Sites

Elementary Campuses

Franklin Elementary

Grant Elementary

Hawthorn Hills Elementary

Hewitt-Texas Elementary

Thomas Jefferson Elementary

G.D. Jones Elementary

Lincoln Elementary

Maine Elementary

John Marshall Elementary

Rib Mountain Elementary

Riverview Elementary

South Mountain Elementary

Stettin Elementary

Middle School Campuses

Horace Mann Middle School

John Muir Middle School

High School Campuses

Wausau East High School

Wausau West High School

Charter Campuses

Enrich, Excel, Achieve Learning Academy
(EEA)

Wausau Area Montessori Charter School
(Montessori)

Wausau Area Virtual Education
(WAVE)

Alternative Campuses

Prepare Empower Education
Rebuild
(PEER)

Stepping Stones Transition
Education Program 1
(STEP 1)

Stepping Stones Transition
Education Program 2
(STEP 2)

Alternative High School

Wausau School District
Pre - K - 12 Enrollment Information
Third Friday Count
September 16, 2022

	Franklin	Grant	Hawthorn Hills	Hewitt Texas	Thomas Jefferson	G.D. Jones	Lincoln	Maine	4K Outreach Sites	John Marshall	Rib Mountain	Riverview	South Mountain	Stettin	Montessori	Horace Mann	John Muir	EEA	East	West	Wave	2022 Total	3rd Friday 2021	Difference	
E3	0	0	0	0	0	35	0	0	0	0	0	6	0	0	0							41	31	10	
E4	0	0	7	0	0	0	0	0	0	0	0	1	0	0	0							8	8	0	
E5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0							0	0	0	
4 Year Old Kindergarten	0	0	46	0	90	101	0	0	118	0	0	48	0	0	0							403	433	-30	
Kindergarten	34	32	31	8	51	54	36	38		29	36	70	37	50	16							5	527	551	-24
First	33	35	36	16	51	44	45	43		36	36	74	38	53	12							5	557	540	17
Second	34	28	31	19	41	52	31	48		37	27	73	40	69	20							3	553	541	12
Third	35	35	23	18	46	50	35	37		38	35	69	44	54	17							4	540	493	47
Fourth	31	22	22	18	54	49	33	39		41	47	69	29	50	9							4	517	520	-3
Fifth	33	29	34	19	51	36	29	35		43	25	69	43	53	13							5	517	577	-60
Sixth															6	235	340	2				1	584	574	10
Seventh															1	223	335	2				15	576	580	-4
Eighth																225	329	7				16	577	585	-8
Ninth																		9	227	349	8	593	670	-77	
Tenth																		4	231	409	21	665	620	45	
Eleventh																		16	227	356	22	621	586	35	
Twelfth																		17	217	323	37	594	682	-88	
2022 Total	200	181	230	98	384	421	209	240	118	224	206	479	231	329	94	683	1004	57	902	1437	146	7873	7991	-118	
2021 Total	211	179	246	87	351	410	193	202	126	213	198	479	212	289	72	683	1018	59	930	1389	222	7991			
Difference	-11	2	-16	11	33	11	16	38	-8	11	8	0	19	40	22	0	-14	-2	-28	48	-76	-118			

2022 Preschool Enrollment	452
2021 Preschool Enrollment	472
Enrollment Difference	-20

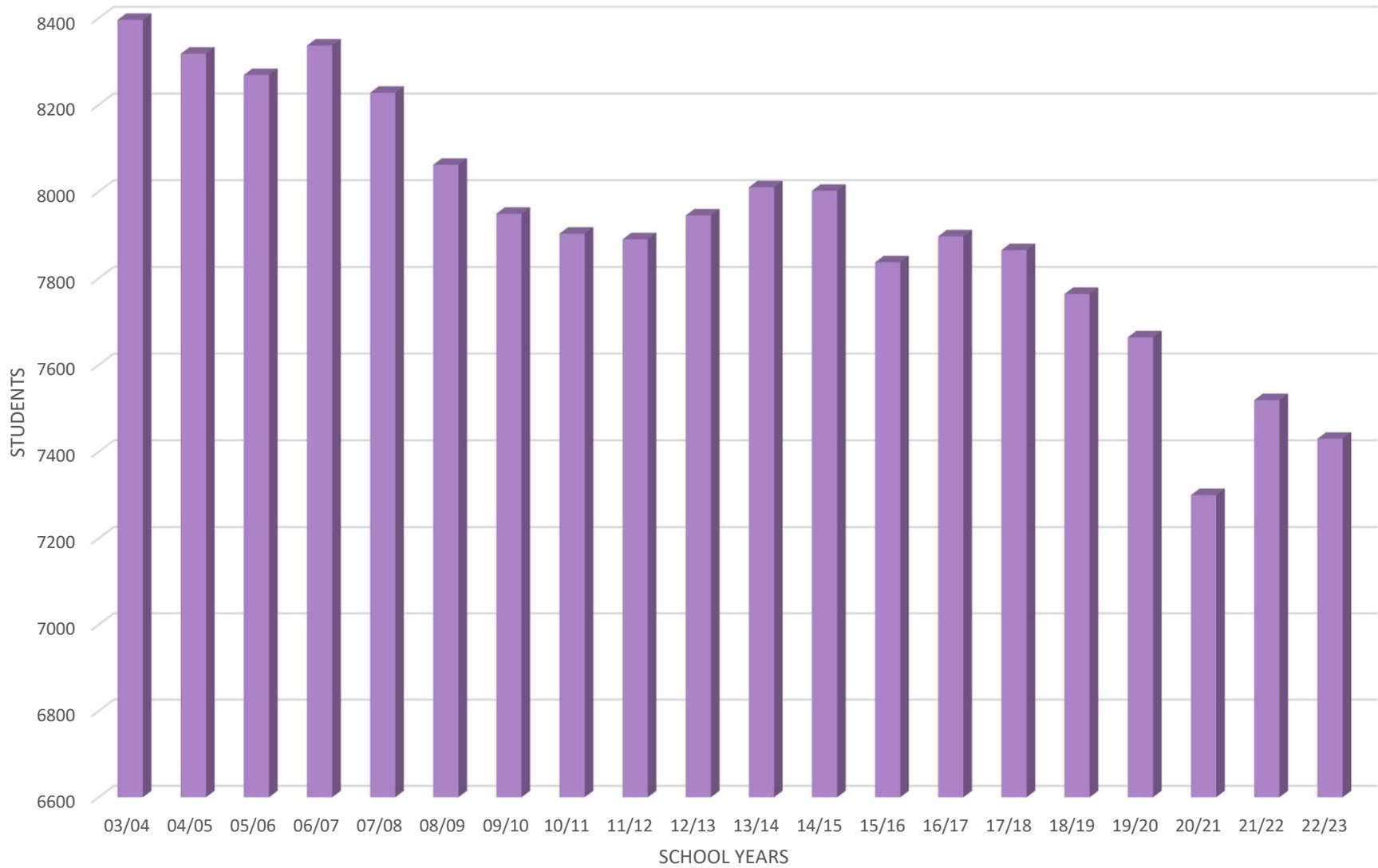
2022 Elementary Enrollment	3211
2021 Elementary Enrollment	3222
Enrollment Difference	-11

2022 Middle School Enrollment	1737
2021 Middle School Enrollment	1739
Enrollment Difference	-2

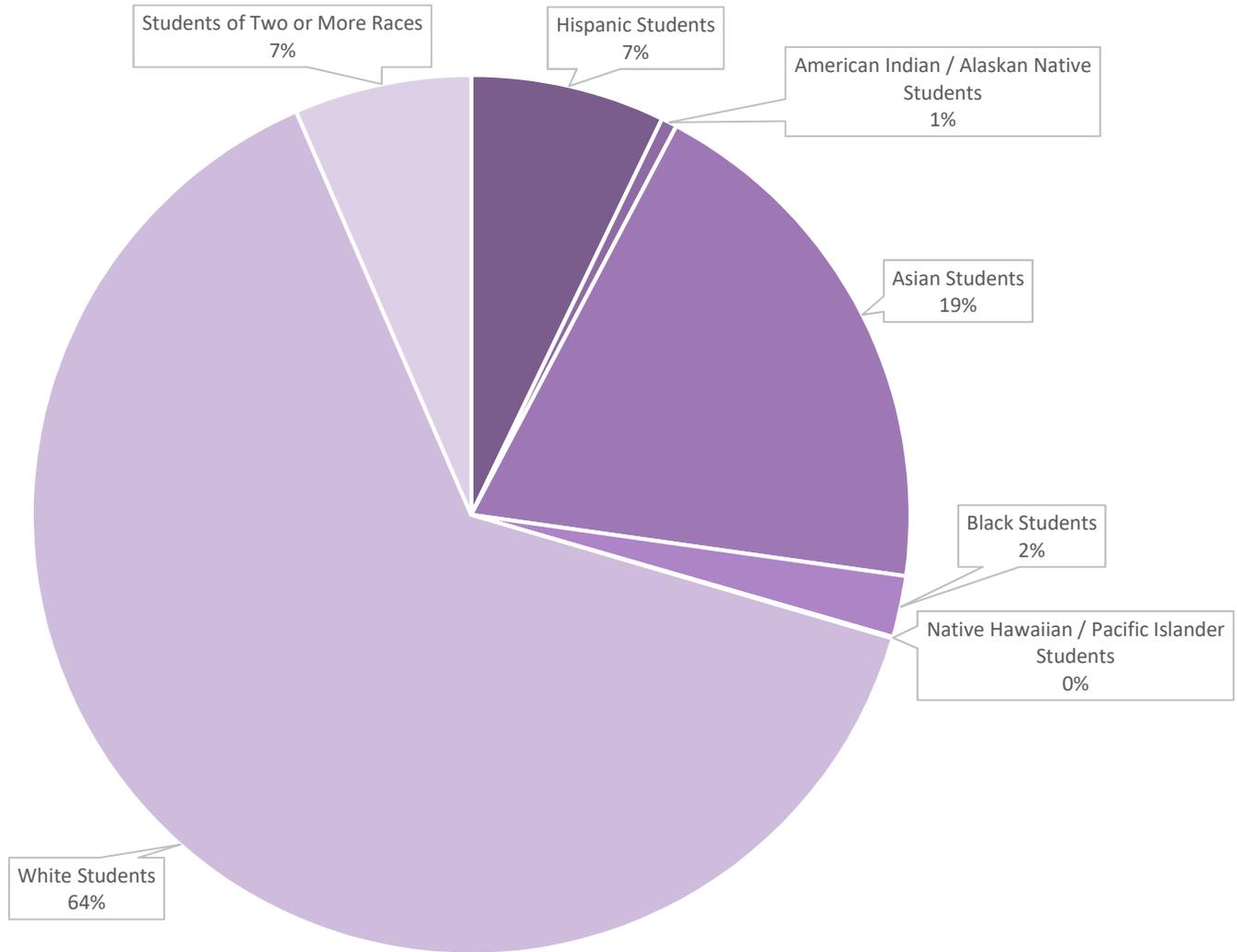
2022 High School Enrollment	2473
2021 High School Enrollment	2558
Enrollment Difference	-85

2022 K-12 Enrollment	7421
2021 K-12 Enrollment	7519
Enrollment Difference	-98

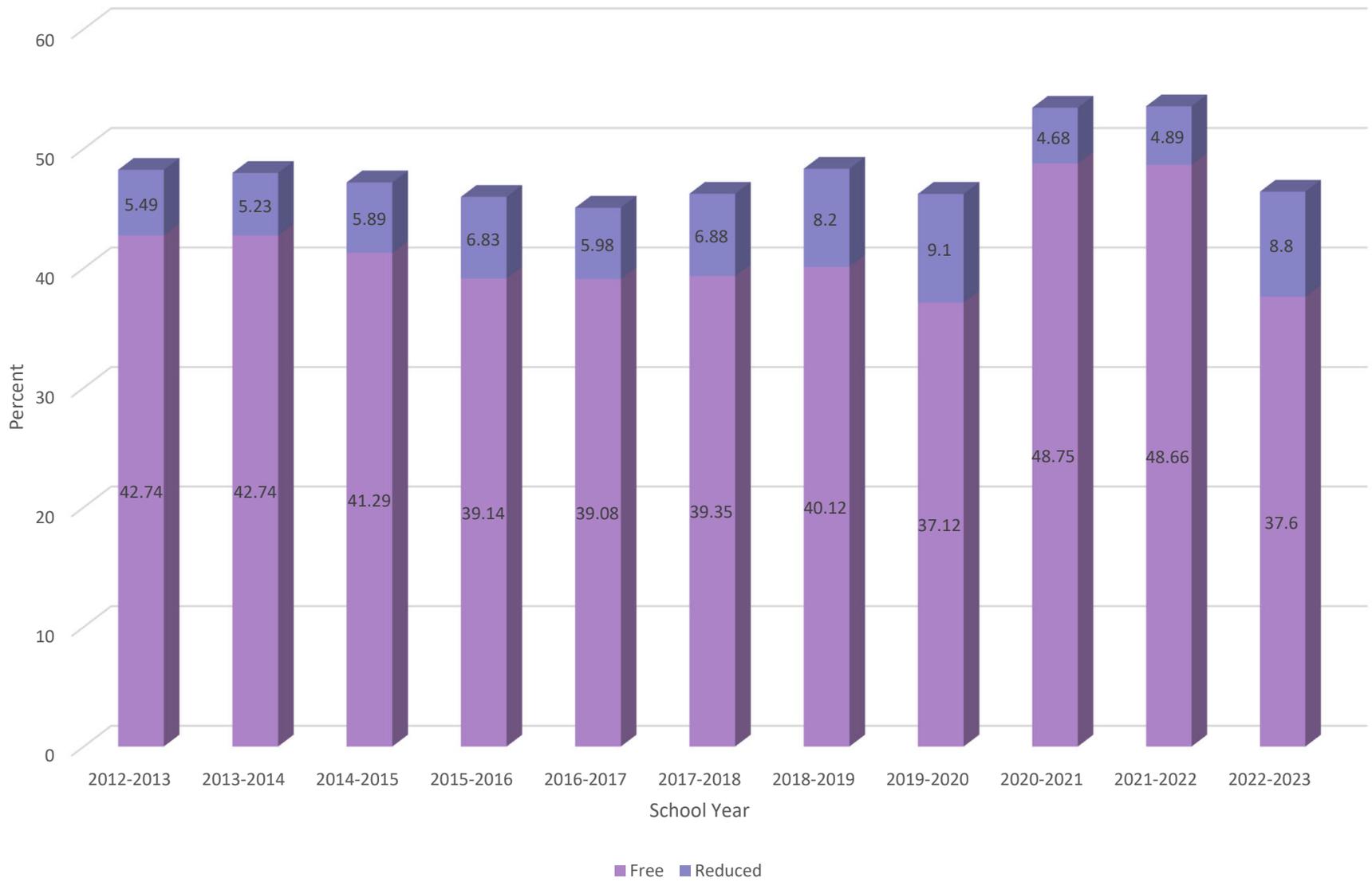
Wausau School District
K-12 Enrollments
September 16, 2022



Wausau School District
Ethnicity Percentages
September 16, 2022



Wausau School District Free and Reduced Meal Percentages September 16, 2022



Wausau School District
 Analysis of Transfer Students
 September 16, 2022

Moving INTO the District FROM:

Moving OUT OF the District TO:

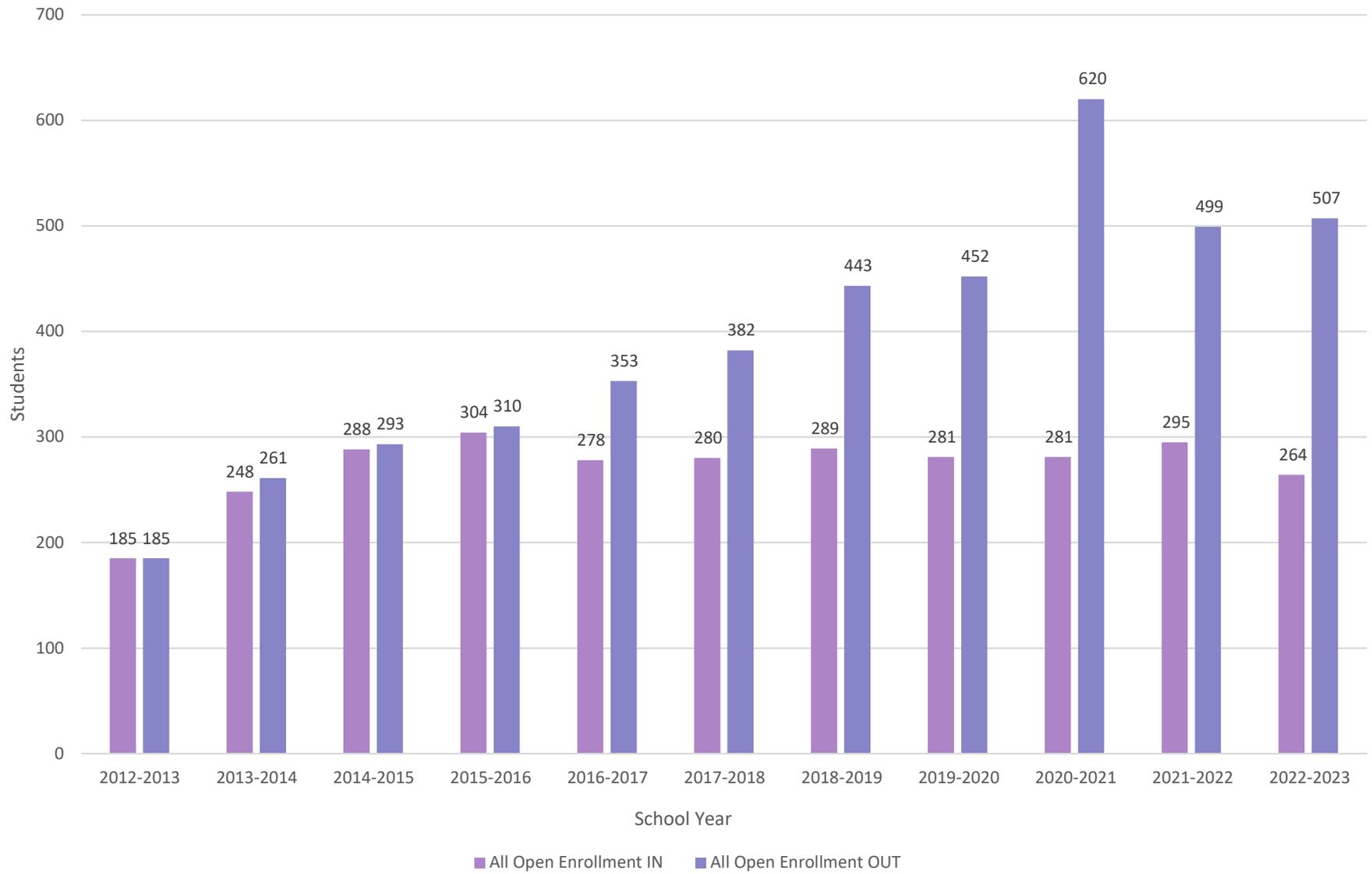
Elementary School	Middle School	High School	FROM or TO	Elementary School	Middle School	High School
57	12	18	Private School	49	5	9
42	14	18	DC Everest	50	18	7
7	2	1	Mosinee	9	2	0
8	3	2	Merrill	9	0	3
2	1	1	Marathon	2	1	0
9	5	2	Home Based Ed.	4	0	0
54	37	38	Other WI School Districts	47	24	20
41	21	13	Out of State	29	17	18
6	3	8	Unknown	4	0	3
226	98	101		203	67	60

Total	425
--------------	------------

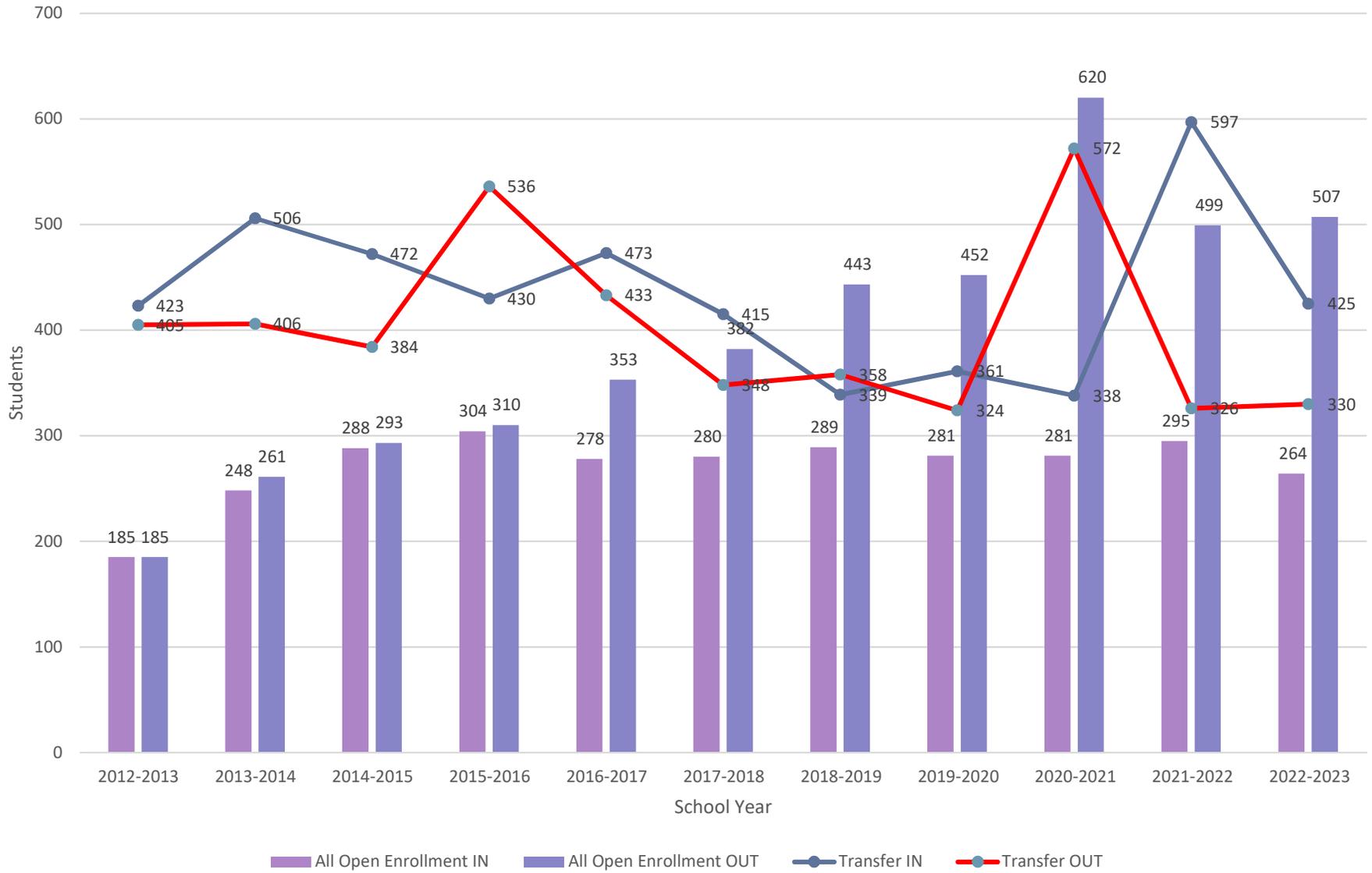
Total	330
--------------	------------

*Includes students who attended the Wausau School District for at least one school day.

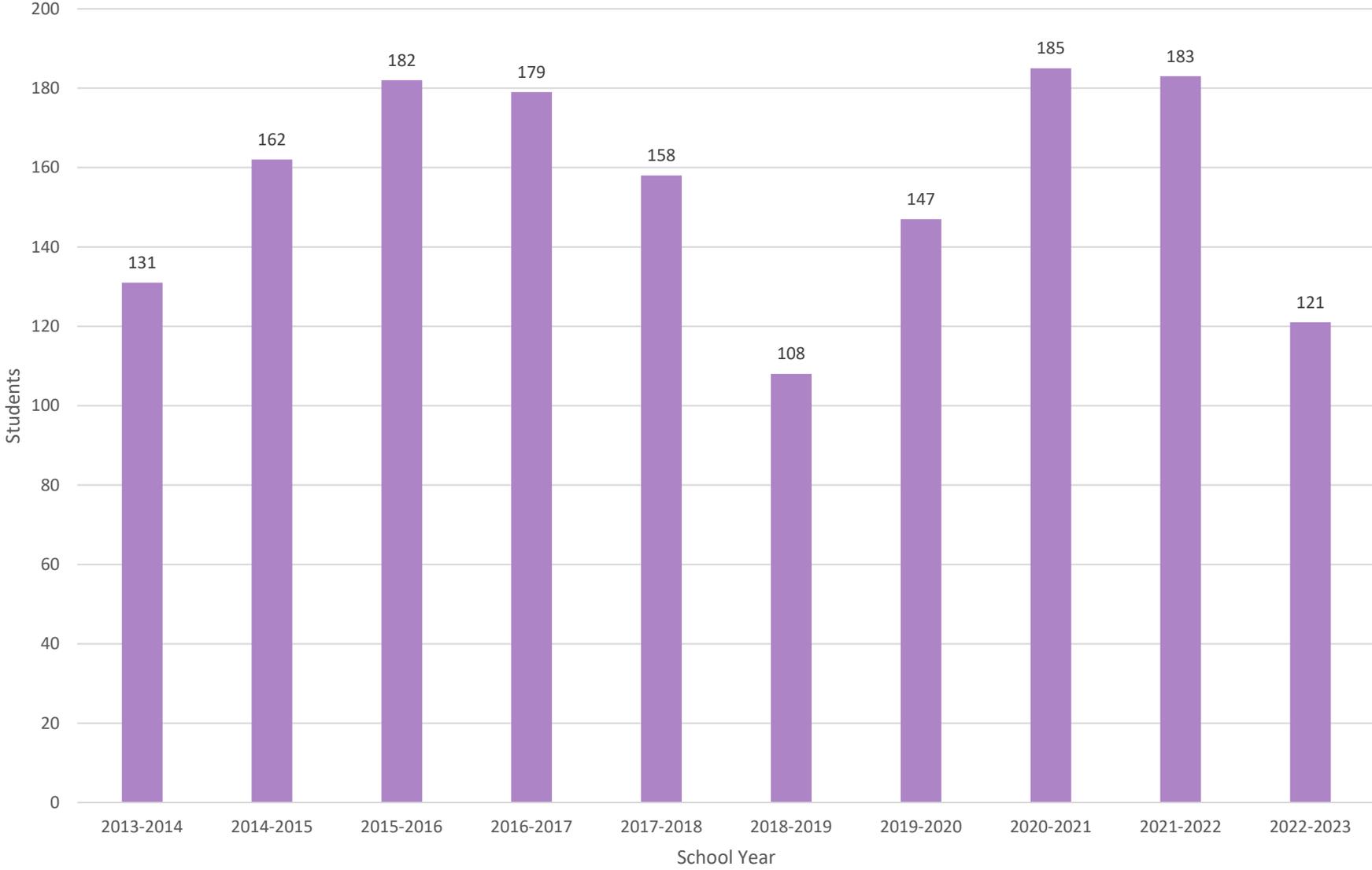
Wausau School District
Open Enrollments
September 16, 2022



Wausau School District Student Movement Trends September 16, 2022



Wausau School District
Home-Based Education Students
September 16, 2022





MEMO

TO: Operations Committee

FROM: Bob Tess, Chief Finance and Business Services Officer

DATE: October 24, 2022

RE: Legal Expenses for 1st Quarter of 2022-23

In an effort to inform the Board of all legal expenses incurred during the fiscal year, the following report captures all legal costs separated by category and law firm. This summary report represents a quarterly review for all legal expenses incurred during the firsts quarter of 2022-23 for which the District was billed.

		2022 - 2023 WSD 1st Quarter Legal Expenses										
		Student Services	HR Management and Administration	HR Personnel Issues	Contract Review	Audit Related	Tax Sheltered Annuities	Board of Education	Insurance Issues	Open Records	Misc.	TOTAL
7/1/22 to 9/30/22	FIRM											
	BOARDMAN & CLARK LLP	248	158		13,236			328		799		14,769
	BUELOW VETTER BUIKEMA			3,641	2,348							5,989
	QUARLES AND BRADY											-
	RUDER WARE											-
	WISCONSIN ASSOCIATION OF SCHOOL BOARDS											-
	VON BRIESEN & ROPER											-
	STRANG, PATTESON, RENNING, LEWIS & LACY											-
	RENNING, LEWIS & LACY		457								884	1,341
	STRANG LAW											-
	TOTAL	248	615	3,641	15,584	-	-	328	-	799	884	22,099



Capital Referendum BID PROCESS UPDATE

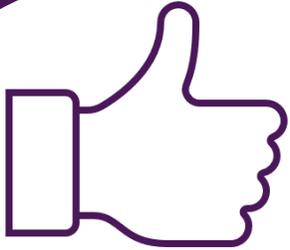
Education/Operations
Committee of the Whole

October 24, 2022



Review Recent Board Action

Ed/Ops Committee 5.23.22 | BOE 6.13.22



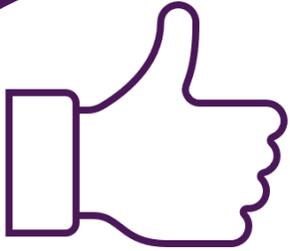
**Referendum
Project
Timeline**

Motion 1:

**Approve the referendum design,
bidding and construction timeline
as presented.**

Review Recent Board Action

Ed/Ops Committee 5.23.22 | BOE 6.13.22



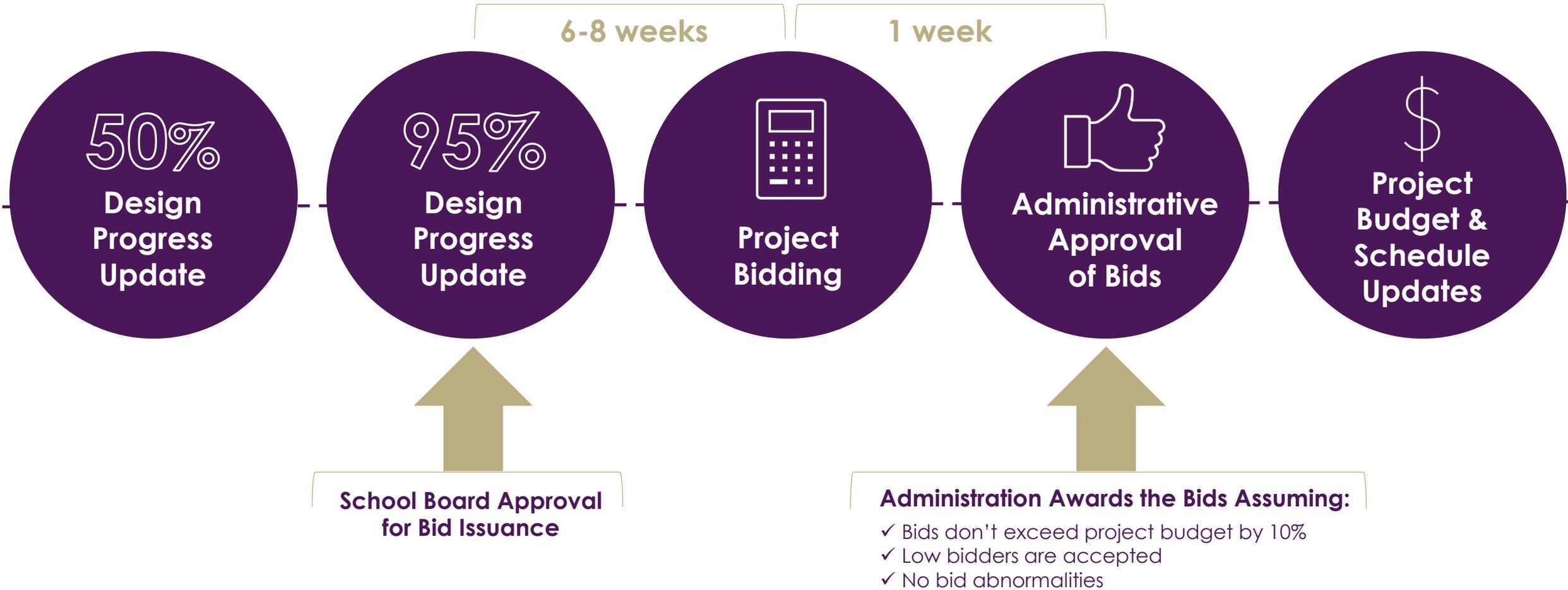
**Board Update
Process**

Motion 2:

Approve the referendum bid approval process as presented.



Next Steps – Proposed Board Update Process





Stettin Elementary School 50% EXAMPLE

50%

design was
presented
on 6.27.22

50%

Design
Progress
Update

District Involvement:

SIX (6) DESIGN MEETINGS

- District Leadership Team
- Building Design Committee
- Principal Walkthrough

THREE (3) USER GROUP MEETINGS

- Principal
- Building Maintenance
- Teachers - Grades 4, 5

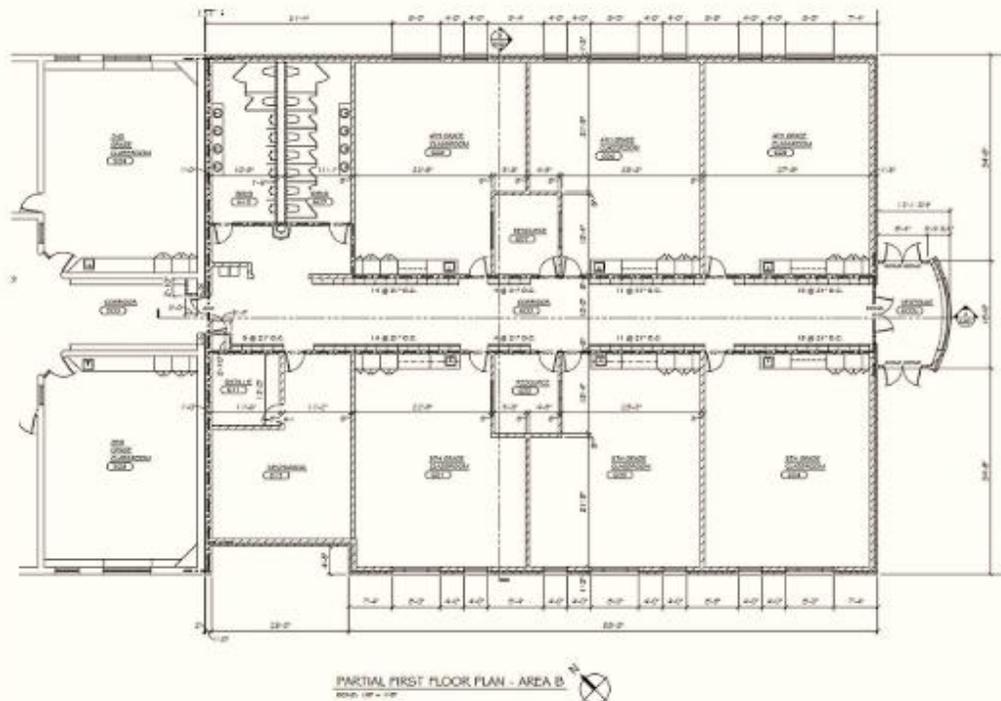
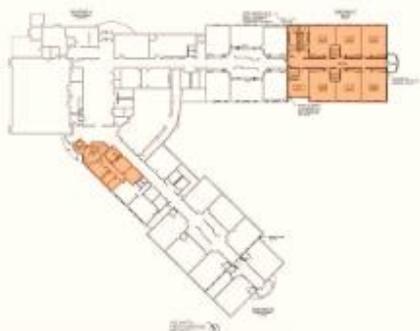


➤ Stettin Elementary School 50% EXAMPLE

50%
design was
presented
on 6.27.22



➤ Stettin Elementary: 50% Design



Areas of work:

- 6 classrooms
- 2 resource rooms
- Boys and Girls Toilets
- Work Room
- Secure Front Entrance

50%
Design
Progress
Update



Stettin Elementary School EXAMPLE

95%

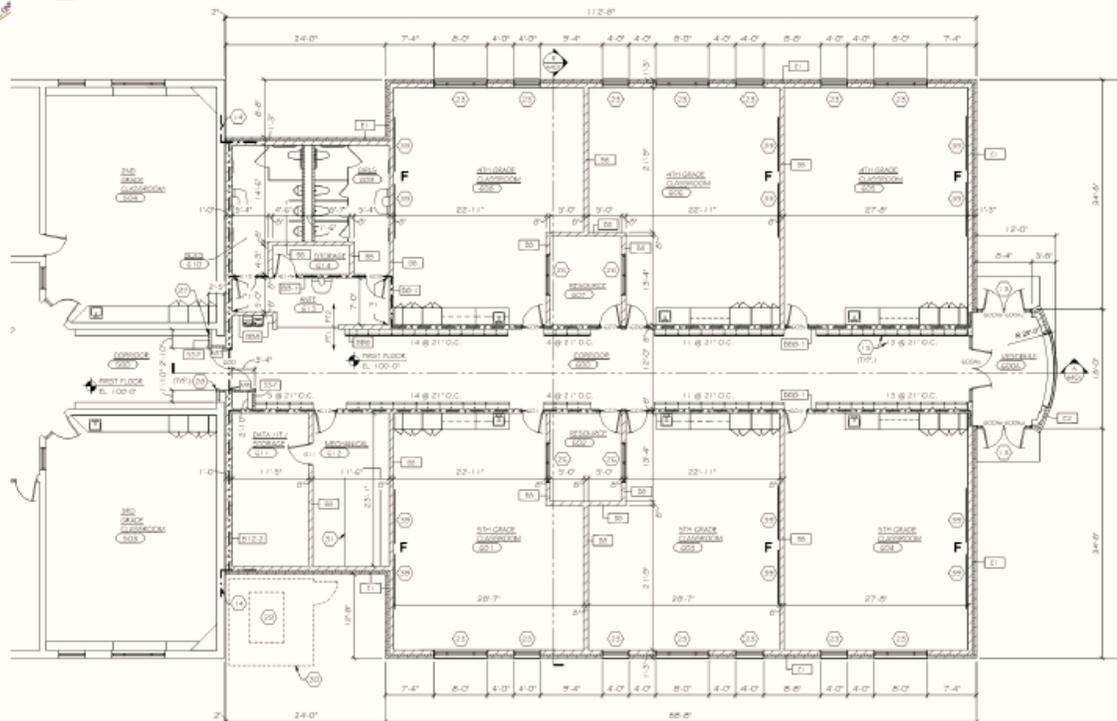
design was approved on 8.8.22 for competitive bidding

95%

Design Progress Update



Stettin Elementary: 95% Design



PARTIAL FIRST FLOOR PLAN - AREA B
SCALE: 1/8" = 1'-0"

Areas of work:

- 6 classrooms
- 2 resource rooms
- Boys and Girls Toilets
- Work Room
- Roofing
- ADA Upgrades
 - Cubbies

Key Plan



NEXUS
SOLUTIONS®

School Board Approval for Bid Issuance

NEXUS
SOLUTIONS®



Stettin Elementary School EXAMPLE

95%

design was approved on 8.8.22 for competitive bidding



95%

Design Progress Update

School Board Approval for Bid Issuance



➤ Stettin Elementary School BID EXAMPLE

- Held Pre-Bid Meeting at Stettin Elementary on September 20, 2022
- Divided project into 12 separate work scopes (bidding divisions)
- Received bids on October 4, 2022 via Procore
- 50 bids were reviewed by Nexus and Wausau School District
- Project bids were within budget
- Wausau School District and Nexus have agreed to move forward with construction



**Project
Bidding**

Contracts have been issued to 12 qualified bidders



➤ Stettin Elementary School APPROVAL EXAMPLE

- Held Pre-Bid Meeting at Stettin Elementary on September 20, 2022
- Divided project into 12 separate work scopes (bidding divisions)
- Received bids on October 4, 2022 via Procore
- 50 bids were reviewed by Nexus and Wausau School District
- Project bids were within budget
- Wausau School District and Nexus have agreed to move forward with construction



**Administrative
Approval
of Bids**

Administration Awards the Bids Assuming:

- ✓ Bids don't exceed project budget by 10%
- ✓ Low bidders are accepted
- ✓ No bid abnormalities



➤ Stettin Elementary School PROJECT UPDATE EXAMPLE

- Held Pre-Construction Meeting 10.14.22
- Construction Began the Week of October 17
- Up Next:
 - ✓ Install temporary construction fencing for safety barrier at construction site
 - ✓ Site removals and demolition
 - ✓ Remove existing building vestibule
 - ✓ Excavate for footings and foundation walls
 - ✓ Begin construction of footing and foundation walls
 - ✓ Backfilling operations will follow installation of footings and foundations



**Project
Budget &
Schedule
Updates**

Construction Updates Provided to District



Stettin Elementary School PROJECT UPDATE EXAMPLE



Project
Budget &
Schedule
Updates

Construction Updates Provided to District

UP NEXT

South Mountain Elementary

PROJECT

is currently
underway using
this same project
approach





QUESTIONS?

Project Timelines or Updates

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of DEFINITIONS - KH
Code	po0100 final
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

0100 - **DEFINITIONS**

The bylaws of the Board of this District incorporate quotations from the laws and administrative code of the State of Wisconsin. Such quotations may be substantively altered only by appropriate legislative, judicial, or administrative action.

Whenever the following items are used in these bylaws, policies, and administrative guidelines, they shall have the meaning set forth below:

Administrative Guideline

A statement, based on policy, usually written, which outlines and/or describes the means by which a policy should be implemented and which provides for the management cycle of planning, action, and assessment or evaluation.

Administrator

An employee who holds a position of leadership over a defined function or department of the District, **is employed with an administrative contract,** and **/or** who reports directly to the District Administrator or Directors of Education.

In policy and administrative guidelines, capitalization of the term Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Apps and Web Services

Apps/web services are software (i.e., computer programs) that support the interaction of personal communication devices (as defined in Bylaw 0100, above) over a network or client-server applications in which the user interface runs in a web browser. Apps/web services are used to communicate/transfer information/data that allow students to perform actions/tasks that assist them in attaining educational achievement goals/objectives, enable staff to monitor and assess their students' progress, and allow staff to perform other tasks related to their employment. Apps/web services also are used to facilitate communication to, from and among and between, staff, students, and parents.

Board

The School Board also commonly referred to as the Board of Education shall take action that is within the comprehensive meaning of the terms "duties and powers" provided that such action is not prohibited by State or Federal law. (Chapter 118, Wis. Stats. and Chapter 120, Wis. Stats.)

Bylaw

Rule of the Board for its own governance.

Clerk

The chief clerk of the Board. (See Bylaw 0171.3)

District

The School District is the territorial unit for school administration. Districts are classified as common, union high, unified and 1st class city school districts. A joint school district is one the territory of which is not wholly in one municipality. (Chapter 115, Wis. Stats.).

District Administrator

The administrative head of the School District sometimes locally referred to as Superintendent.

In policy and administrative guidelines, capitalization of the term District Administrator may imply delegation of responsibilities, as appropriate, to staff members.

Due Process

Procedural due process requires prior knowledge (a posted discipline code), notice of offense (accusation), and the opportunity to respond. Specific due process requirements are dependent upon the circumstances and may vary depending on such circumstances.

Full Board

Authorized number of voting members entitled by law to govern the District. The full Board is the total number of Board members authorized by law regardless of the number of current sitting members.

Information Resources

The Board defines information resources to include any data/information in electronic, audio-visual or physical form, or any hardware or software that makes possible the storage and use of data/information. This definition includes but is not limited to electronic mail, voice mail, social media, text messages, databases, CD-ROMs/DVDs, websites, motion picture film, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any equipment, computer facilities, or online services used in accessing, storing, transmitting or retrieving electronic communications.

Law Enforcement Officer(s) or Agency(ies)

These terms include any local, State, or Federal law enforcement agency of competent jurisdiction and its officers acting within their legal authority.

Legal Custodian of Records

The School District will designate one (1) District Records Custodian (DRC) to be the legal custodian of records for the District. The DRC shall keep and preserve the public records of the District and is granted authority to render a decision and carry out duties related to those public records. The DRC is designated in Policy 8310 - Public Records.

May

This word is used when an action by the Board or its designee is permitted but not required.

Medical Advisor

The School District is required to appoint a medical advisor. The medical advisor shall be a licensed physician and will participate in the annual review of the District emergency nursing services plan. The School District may also have the medical advisor fulfill other roles. PI 8.01(2)(g)3

Meeting

Any gathering which is attended by, or open to, all of the members of the Board held with the intent on the part of the members of the body present to discuss or act as a unit upon the specific public business of that body. ~~Wis. Stat.~~ 19.82(2), Wis. Stats.

Parent

The natural or adoptive parents or the party designated by the courts as the legal guardian, custodian, or surrogate of a student. Both parents will be considered to have equal rights unless a court of law decrees otherwise.

Personal Communication Devices

Personal communication devices ("PCDs") include computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, and/or other web-enabled devices of any type.

Policy

A general, written statement by the governing Board which defines its expectations or position on a particular matter and authorizes appropriate action that must or may be taken to establish and/or maintains those expectations.

President

The chief executive officer of the Board. (See Bylaw 0171.1)

Principal

The educational leader and head administrator of one (1) or more District schools.

In policy and administrative guidelines, capitalization of the term Principal may imply delegation of responsibilities, as appropriate, to staff members.

Professional Staff Member

District employees that are either certified teachers employed in a position for which certification is a requirement of employment or administrative employees that are responsible for oversight or supervision of a component or components of the District's operation, or serve as assistants to such persons, regardless of whether they hold an administrative contract or are required to have administrator certification, but excluding the District Administrator/Superintendent.

Relative

The mother, father, sister, brother, spouse, domestic partner, parent of spouse/domestic partner, child, grandparents, grandchild, dependent or member of the immediate household.

School Nurse

A school nurse is a registered nurse who meets the requirements of Wis. Stat. Sec. 115.001(11), Wis. Stats. A school nurse has the authority to exclude students for signs of illness.

School Official

Except if otherwise defined in policy, a school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the Board.

The term school official is inclusive of other parties, such as attorney, contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g., a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks (including volunteers) pursuant to the Family Educational Rights and Privacy (FERPA) definition - See Policy 8330 - Student Records.

Shall

This word is used when an action by the Board or its designee is required. (The word "will" or "must" signifies a required action.)

Social Media

Social media are online platforms where users engage with another and/or share information and ideas through audio, text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including, but not limited to, text messaging, instant messaging, websites, web logs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include, but are not limited to, Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

Student

A person who is officially enrolled in a school or program of the District.

Superintendent

Sometimes the administrative head of the School District is referred to as Superintendent, but has the authority of the District Administrator by law. In policy, capitalization of the term Superintendent may imply delegation of responsibilities, as appropriate, to staff members.

Support Staff

Any employee who provides support to the District's program and whose position does not require a professional certificate. This category includes special education paraprofessionals.

Technology Resources

The Board defines technology resources to include computers, laptops, tablets, e-readers, cellular/mobile telephones, smartphones, web-enabled devices, video and/or audio recording equipment, SLR and DSLR cameras, projectors, software and operating systems that work on any device, copy machines, printers and scanners, information storage devices (including mobile/portable storage devices such as external hard drives, CDs/DVDs, USB thumb drives and memory chips), the computer network, Internet connection, and online educational services and apps.

Treasurer

The chief financial officer of the Board. (See Bylaw 0171.4)

Vice-President

The Vice-President of the Board. (See Bylaw 0171.2)

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member's presence at a meeting includes his/her presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board.

Citations to Wisconsin statutes are shown by the Section Number (e.g., 120.11, Wis. Stats.). Citations to the Wisconsin Administrative Code are prefaced P.I. (e.g., P.I. 11). Citations to the United States Code are noted as U.S.C., Federal Register are noted as F.R., and the Code of Federal Regulations as C.F.R.

Revised 7/13/20

© Neola 2021

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of PARLIAMENTARY AUTHORITY - KH
Code	po0161 final
Status	
Adopted	December 9, 2019

0161 - **PARLIAMENTARY AUTHORITY**

The parliamentary procedure governing the Board, for the orderly conduct of meetings, shall be Robert's Rules of Order, Newly Revised as defined in Chapter XVI, "Boards and Committees" (including such procedural flexibility allowed in Section 49 of Robert's: "Procedure in Small Boards") in all cases in which it is not inconsistent with statute, administrative code, or these bylaws ~~or the rules of order of this Board.~~

When appropriate, the Board President shall appoint the parliamentarian who shall decide any challenges to parliamentary procedure. The parliamentarian need not be a Board member.

Any failure to comply with the above procedural protocols will not affect the validity of any substantive action taken by the Board within its legal authority.

Upon request, each Board member shall be provided with a copy of the rules of order specified in this bylaw. [END OF OPTION]

© Neola 2018

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of STUDENT SUPERVISION AND WELFARE - KH
Code	po1213 final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator. It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

An administrator who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, Wis. Stats. and Policy 8462.

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with ~~their~~his/her assigned duties and responsibilities which include, but are not limited to, the following:

- A. An administrator shall report immediately any accident or safety hazard about which ~~they~~ are/~~he is~~ informed, or ~~detect~~detects, to ~~their~~his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties ~~that they~~they/~~he~~ cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator shall not send students on any personal errands.
- E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding an administrative staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of ~~their~~ **his/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is an administrator's family member.
- H. A student shall not be required to perform work or services that may be detrimental to ~~their~~ **his/her** health.
- I. Administrators are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of an administrator's own child or other relative.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each administrator shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 7/13/20

© Neola 2020

Legal 48.981, Wis. Stats.
 948, Wis. Stats.
 948.095, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT - TG OK
Code	po1421
Status	
Adopted	June 13, 2022

1421 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's administrative staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any job-related criminal or municipal offense.

The District Administrator, as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall notify the Board President for any job-related criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (**e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking**). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension **or any moving violation** must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

© Neola 2021

Legal

111.335, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of INDEPENDENT EDUCATIONAL EVALUATION (IEE) - WEC APPROVED
Code	po2460.03
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
 1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
 2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
 1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.

2. The examiner must be located within 100 miles of the District and must conduct the evaluation within District boundaries.
 3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
 4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
 5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
 6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Special Education IEE that exceeds the maximum allowable, the cost of the evaluation will not exceed \$400 unless the parents provide documentation of unique circumstances that justify the extra cost. In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- E. **If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. [DRAFTING NOTE: If a District determined the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the evaluation obtained by the parent did not meet appropriate agency criteria.] If the parents show that unique circumstances justify an IEE that exceeds the maximum allowable cost, the Board may approve additional expenditures. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.**

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

Revised 11/9/20

© Neola 2020

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of INSTRUCTIONAL MEDIA CENTERS -JE
Code	po2522
Status	
Adopted	February 14, 2022

2522 - **INSTRUCTIONAL_MEDIA CENTERS**

The Board believes that school instructional media centers are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for an instructional media center in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school instructional media centers are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of ~~good~~ literature;
- C. To provide a comprehensive and coordinated collection of current **and accurate** resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for **accessing**, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;
- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator **(x) in collaboration with the District's library media specialist** shall establish procedures consistent with the District's long-range plan for library services development related to the selection of

materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

~~Requests, Suggestions, or Complaints~~

~~Challenges to instructional materials shall be handled in accordance with Policy 9130 – Public Requests, Suggestions, or Complaints.~~

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

~~{NOTE: Districts May Select One of the Following Options:}~~

~~[] {OPTION 1}~~

~~The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library materials.~~

~~The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for () _____ years before new requests for reconsideration of those items will be entertained.~~

~~{END OF OPTION 1}~~

[x] {OPTION 2}

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing and shall include the following information:
 1. author;
 2. title;
 3. publisher;
 4. the individual's familiarity with the material;
 5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not () age-appropriate () developmentally appropriate () age-appropriate or developmentally appropriate {END OF OPTION} for the grade level for which the material is used, or some other specified reason). This should

include specific references to the text of the material by page number and excerpted text if known. [DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that are still in use in State law.]

C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which shall minimally consist of the following members:

- 1. a building level administrator;
- 2. (x) a teacher;
- 3. (x) a school librarian.†
- 4. ~~() a reading specialist or language arts teacher, and~~
- 5. ~~() a member of the community.~~
- 6. ~~() _____~~
- 7. ~~() _____~~

D. The procedures for the Reconsideration Committee will be as follows:

- 1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.
- 2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.
- 3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.
- 4. The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.
- 5. During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.
- 6. The committee's recommendation shall be reported to the District Administrator in writing within [OPTION 1] () five (5) [OPTION 2] (x) ten _____ (10) [END OF OPTIONS] business days following the committee's decision.

The District Administrator will advise the requestor, in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.

E. The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within [OPTION 1] (x) ten (10) [OPTION 2] () _____ () [END OF OPTIONS] business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.

F. The decision of the Board is final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to

remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for (x) five (5) _____ years before new requests for reconsideration of those items will be entertained.

~~END OF OPTION 2}~~

~~[] OPTION 3-~~

~~All requests under this policy for reconsideration of library materials shall be addressed as follows:~~

- ~~A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.~~
- ~~B. () The request is to be addressed to the () school library media specialist () building principal () District Administrator () _____, in writing and shall include the following information:~~
- ~~1. () author;~~
 - ~~2. () title;~~
 - ~~3. () publisher;~~
 - ~~4. () the individual's familiarity with the material;~~
 - ~~5. () for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not () age appropriate () developmentally appropriate () age appropriate or developmentally appropriate [END OF OPTIONS] for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.
[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that still in use in State law.]~~
- ~~C. () The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.~~
- ~~D. () The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.~~

~~The decision of the Board shall be final:~~

~~Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for () _____ years before new requests for reconsideration of those items will be entertained.~~

~~END OF OPTION #3~~

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase

of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. **support and enrich the curriculum and/or students' personal interests and learning;**
- B. **meet high standards in literacy,, artistic, and aesthetic quality; technical aspects; and physical format;**
- C. **be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;**
- D. **incorporate accurate and authentic factual content from authoritative sources;**
- E. **earn favorable reviews in reviewing sources viewed as authoritative by library professionals;**
- F. **exhibit a high degree of potential user appeal and interest;**
- G. **represent differing viewpoints on issues of interest;**
- H. **provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;**
- I. **include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;**
- J. **demonstrate physical format, appearance, and durability suitable for their intended use;**
- K. **balance cost with need.**

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to Instructional Media Center Information

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources and services students choose to use at the District's instructional media centers.

Parents of a student under the age of sixteen (16) have the right to review, upon request, instruction media center records relating to the use of the instructional media center's documents or other materials, resources or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the instructional media center shall disclose to the officer records produced by a surveillance device under the control of the instructional media center that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library, or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another

participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges.

© **Neola 2020**

Legal 43.30, 43.72, 121.02(1)(h) Wis. Stats.
PI 6, 8

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Revised Policy - Vol. 31, No. 2, July 2022 - SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS - ED TEAM
Code	po2700.01 New for Wausau; ED TEAM RECOMMENDS MAKING ACTIVE
Status	

2700.01 - SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

School Performance Report (SPR)

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report.

Per the Wisconsin Department of Public Instruction, the District shall use links to the [WISEdash Public Portal](#) to meet the electronic State School Performance Report requirements.

Title I Provisions of the School/District Accountability Report Card

In any year that the District receives Title I funding, its school/District accountability report card(s) must also include the information regarding the delivery of Title I services as described in Policy 2261.03.

State Accountability Report Card

A copy of each school's accountability report card, as prepared by the Wisconsin Department of Public Instruction, shall be provided **by the District** to the parent of each student enrolled in or attending the school on an annual basis. The report shall be **provided** with the Notification of Educational Options.

© Neola 2022±

Legal	115.38, Wis. Stats.
	115.385, Wis. Stats.
	20 U.S.C. 6311

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of EMPLOYMENT OF SUBSTITUTES - TG
Code	po3120.04
Status	
Adopted	November 9, 2020
Last Revised	June 13, 2022

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. **This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.**

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer compensation at a rate set annually by the Board.

A substitute shall be paid actual hours worked.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which **they are relatives/he is** supervised directly by **a the relative** staff member **who is their relative**.

Prior to the end of the school year, District employed~~Employed~~ substitutes, **who the District intends to employ for the ensuing school year, will**~~may~~ receive ~~in May or June~~ a letter of reasonable assurance of continued **employment**~~eligibility for assignment during the ensuing school year~~.

© Neola 2021

Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
-------	---

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT - TG OK
Code	po3121 final
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

3121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

T.C. 11/9/20

© Neola 2021

Legal

111.335, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of STUDENT SUPERVISION AND WELFARE - KH
Code	po3213 final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, Wis. Stats. and Policy 8462.

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with ~~their~~his/her assigned duties and responsibilities which include, but are not limited to the following standards:

- A. A professional staff member shall report immediately any accident or safety hazard about which ~~they~~are/~~he is~~ informed or ~~detect~~detects to ~~their~~his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties ~~that they~~they/~~he~~ cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member shall not send students on any personal errands.
- F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of **theirhis/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is a professional staff member's family member.
- I. A student shall not be required to perform work or services that may be detrimental to **theirhis/her** health.
- J. Staff members are discouraged from engaging students in social media (see also Policy 7544) and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of a professional staff member's own child or other relative.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each professional staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 7/13/20

© Neola 2020

Legal 48.981, 948, 948.095, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENT -TG OK
Code	po4121 final
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

4121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District.

The District Administrator shall establish the necessary procedures for obtaining any criminal history on the applicant.

Should it be necessary to employ a person in order to maintain continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

© Neola 2021

Legal 111.335, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of STUDENT SUPERVISION AND WELFARE - KH
Code	po4213 final
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under ~~Wis. Stats.~~ 48.981, Wis. Stats. and Policy 8462.

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their his/her assigned duties and responsibilities which include, but are not limited to, the following standards:

- A. A support staff member shall report immediately any accident or safety hazard about which they ~~are/he is~~ informed or ~~detect~~detects to their his/her supervisor as well as to other authorities or District staff members as may be required by established policies and procedures. ~~(-) Further, each support staff member shall also promptly report to the Principal any accident or safety hazard s/he detects.~~
- B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A support staff member shall not send students on any personal errands.
- D. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

- E. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

- F. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of **theirhis/her** immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is a support staff member's family member.
- G. A student shall not be required to perform work or services that may be detrimental to **theirhis/her** health.
- H. Staff members are discouraged from engaging students in social media (see also Policy 7544), and online networking media, except for appropriate academic, extra-curricular, and/or professional uses only.
- I. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve, or incidentally include, depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. **This section does not apply to depictions of a support staff member's own child or other relative.**

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

Pursuant to the laws of the State and Board Policy 8462, each support staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

Revised 7/13/20

© Neola 2020

Legal 48.981, 948, 948.095, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Revised Policy - Vol. 31, No. 2, July 2022 - OPEN ENROLLMENT PROGRAM (INTER-DISTRICT) - CB
Code	po5113 Production Office, please fix the format sequencing toward end of policy
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

Revised Policy - Vol. 31, No. 2

5113 - OPEN ENROLLMENT PROGRAM (Inter-District)

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

DEFINITIONS

The following definitions will apply to the District's Open Enrollment Program.

A. Non-Resident District

A school district located in Wisconsin which is not a student's district of residence.

B. Non-Resident Student

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

C. Tuition Student

A non-resident student who attends school in the District and pays tuition in accordance with State law.

D. Full-Time Enrollment

A student is enrolled for the entire school day and receives all required education in this District.

E. Class Size

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

F. Program Size

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate

available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

G. Resident Student

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

FULL-TIME OPEN ENROLLMENT

A. Annual Space Determinations

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

In establishing current enrollment numbers for open enrollment availability purposes, the Board shall include the following as guaranteed open enrollment approvals:

- a. ~~(-) Students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats.~~
- b. (x.) All currently attending students.
- c. ~~(-) All siblings of currently attending students.~~
- d. ~~(-) If the District is a union high school district, the number of students who have applied under 118.51(3)(a) or (3m)(a), Wis. Stats., and are currently attending an underlying elementary school district.~~

B. ~~Procedures for~~ Processing of Open Enrollment Applications

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level

have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:~~If there are more applications than spaces, the Board will fill the available spaces by random selection, provided that first priority will be given to non-resident students already attending District schools and their siblings (-) and, if the District is a union high school district, to students who are attending an underlying elementary school district.~~

~~If the District determines that space is not otherwise available for open enrollment students in the grade or program to which an individual has applied, the District may nevertheless accept a student or the sibling of a student who is already attending in the District (-) and if the District is a union high school district an applicant who is attending an underlying elementary school district.~~

~~The District will establish a numbered waiting list of all applicants. Applicants will be placed on the list in the order received.~~

~~After the date specified in s. 118.51(3)(a)3, Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:~~

1. Specific reason(s) for denial (-) and whether the student has been placed on the waiting list. ~~[Select only if use of a waiting list is selected below.] A parent notifies the nonresident school board that the student will not attend the nonresident school district~~
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal. ~~A parent fails to provide the notification required in s. 118.51(3)(a)6, Wis. Stats.~~
3. ~~The Board determines that additional spaces have become available since its determination at the January Board meeting.~~

Application of Space Determinations and Random Selection Process~~In accordance with 118.51(3)(a)3, Wis. Stats., except as provided under sub. (5)(d)1, on or before the first Friday following the first Monday in June following receipt of the application, the nonresident school board shall notify the applicant, in writing, whether it has accepted the application.~~

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences
 - a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
 - b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.
 - c. If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. [x] The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

After the date specified in 118.51(3)(a)3., Wis. Stats., the nonresident school board may approve applications it had initially denied if any of the following cause spaces to become available:

- a. A parent notifies the nonresident school board that the student will not attend the nonresident school district.
- b. A parent fails to provide the notification accepting open enrollment as required in 118.51(3)(a)6., Wis. Stats.
- c. The Board determines that additional spaces have become available since its determination at the January Board meeting.

The District shall notify the parent of a student accepted from the waiting list of that student's eligibility to attend the District, unless the student has already enrolled in a different non-resident school district or has since become a resident of the District. The notice shall state the following:

- a. the school or program the student has been assigned to;
- b. a date, at least ten (10) calendar days from the date of the notice, by which the parent must accept the open enrollment approval. Failure to timely accept shall be considered rejection and the approval shall be considered rescinded.

C. Decisional Criteria for Non-Resident Applications

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. ~~Space availability as defined in this policy. Whether the Board has determined that there is space in the schools, programs, classes, or grades within the District for non-resident students. The Board shall determine during a regular meeting each January the number of regular education and special education spaces available at each level, each building, and in each program, or shall determine that it will not set space limitations for open enrollment at any building, level, or program. In determining the amount of space available, the District will count resident students, students attending the District for whom tuition is paid under 121.78(1)(a), Wis. Stats., and may include in its counted occupied spaces students and siblings of students who have applied under Section 118.51(3)(a) or (3m)(a) and are already attending public school in the District.~~

~~Other factors the District Administrator may consider in determining the availability of space includes:~~

2. ~~District practices, policies, procedures or other factors regarding class size ranges for particular programs or classes.~~
3. ~~District practices, policies, procedures or other factors regarding faculty student ratio ranges for particular programs, classes or buildings~~

4. ~~Enrollment projections for the schools of the District which include, but are not limited to, the following factors: the likely short and long-term economic development in the community, projected student transfers in and out of the District, preference requirements for siblings of non-resident open-enrollment students, and current and future space needs for special programs, laboratories (e.g. in technology or foreign languages) or similar District educational initiatives.~~
 5. ~~Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school-operated day care program resides in a district which offers the program for which application is made.~~
 6. ~~Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:~~
 7. ~~Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.~~
 8. ~~Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.~~
 9. ~~Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.~~
 10. ~~Possessing a dangerous weapon (as defined in Section 939.22(10), Wis. Stats.) while on school property or under school supervision.~~
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
 3. Whether the non-resident student has been expelled from any school district within the current school year or the two (2) preceding school years, or is pending any disciplinary proceeding, based on any of the following activities:
 - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
 - b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
 - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
 - d. Possessing a dangerous weapon (as defined in **Section** 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, the student is determined to fall under paragraph **C.B.** 3.

The Board may request a copy of a non-resident student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's Individualized Education Program ("IEP") are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to the non-resident student's resident board under ~~Wis. Stat.~~ 115.777(1), Wis. Stats. or identified by the non-resident student's resident school board under ~~Wis. Stat.~~ 115.77(1m)(a), Wis. Stats., but not yet evaluated by an individualized education program team.
7. If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident may be transferred to their resident school district.
8. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The habitual truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.

2. Reapplication Procedures

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

3. Transportation

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District transportation if space is available on a regularly-scheduled bus route. The District will provide transportation for a non-resident student with an identified disability for whom transportation is required by the student's IEP.

The Board will not permit a neighboring district to bus resident students from within its boundaries for attendance at the non-resident neighboring district.

ALTERNATIVE APPLICATION PROCEDURES

The parent of a non-resident student who wishes to attend a school in the District may apply at any time throughout the year by submitting an application under the alternative application procedure if the student satisfies at least one (1) of the statutory criteria and has not applied to more than three (3) non-resident school districts. (See AG 5113 and AG 5113B – Open Enrollment for Students with Disabilities.)

Applications from a non-resident student under the alternative application procedures received after the Board's January meeting, at which it sets open enrollment space availability numbers for the subsequent year, may be approved for the current year if the Board has not imposed a space limitation for the student's current year grade level and also has not imposed a space limitation for the subsequent school year in the student's subsequent grade level. Alternative applications received prior to the 3rd Friday in September may be approved if the Board has approved all applications for that grade level **that which** were received during the regular period, including the offer of enrollment to applicants placed on the waiting list, if any.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of STUDENT ACCIDENTS/ILLNESS/CONCUSSION - CB
Code	po5340 final
Status	
Adopted	December 9, 2019

5340 - **STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST**

The Board believes that school personnel have certain responsibilities in case of accidents, illness or concussions that occur in school. Said responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administration personnel, notification of parents, and the filing of accident reports.

Accidents

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident. However, any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for **their** his/her acts or omissions in rendering such emergency care.

The District Administrator may provide for an in-service program on first aid and CPR procedures.

The administrator in charge must submit an accident report to the business office on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with Policy 5330.

Concussion

A concussion is a type of traumatic brain injury. Concussions occur when there is a forceful blow to the head or body that results in rapid movement of the head and causes any change in behavior, thinking, or physical functioning. Concussions are not limited to situations involving loss of consciousness. Some symptoms of a concussion include headache, nausea, confusion, memory difficulties, dizziness, blurred vision, anxiety, difficulty concentrating, and difficulty sleeping.

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) his/her parent, has returned a signed concussion and head injury information sheet. A student is only required to return one (1) signed sheet per school year in order to participate in athletics.

A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a health care professional is provided.

Parents who inform coaches and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

Sudden Cardiac Arrest

Sudden cardiac arrest is a medical event that involves a sudden increase in the heart's ventricular beat that prevents the heart from distributing blood to the brain, lungs, and other organs. It occurs without warning and in youth athletics participants who appear healthy and have passed pre-participation physical examinations. Severe damage and death can occur very quickly without immediate treatment.

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age 12 and older and to coaches prior to participation on youth athletic activity. The information shall contain the following information as provided by the Wisconsin Department of Public Instruction:

- A. **information about the risks associated continuing to participate in a youth activity after experiencing one (1) or more symptoms of sudden cardiac arrest, including fainting, difficulty breathing, chest pains, dizziness, and abnormal racing heart rate;**
- B. **information about electrocardiogram testing, including the potential risks, benefits, and evidentiary basis behind electrocardiogram testing; and**
- C. **information how to request, from a student's health care provider, the administration of an electrocardiogram in addition to a comprehensive physical examination.**

The District shall provide the information regarding sudden cardiac arrest developed by the Department of Public Instruction and the Wisconsin Interscholastic Athletic Association.

© Neola 2019

Legal

118.29, 118.293, Wis. Stats.

Book	Policy Manual
Section	6000 Finances
Title	Copy of PURCHASING
Code	po6320 for KH to Edit
Status	
Adopted	December 9, 2019

6320 - **PURCHASING**

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative guidelines. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3230, and Policy 4230 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgment.

It is the policy of the Board of Education that the District Administrator requires two price quotations for any item or group of items in a single transaction expected to cost more than \$5000, except in cases of emergency, when the materials purchased are of such a nature that price negotiations would not result in a savings to the District, or when it is not practical and considered not in the financial best interest of the District.

Competitive Bids for construction and/or remodeling

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law.

When the purchase of, and contract for, single items of supplies, materials, or equipment is reasonably anticipated to reach the amount of \$25,000 or more, the Business Department shall direct the competitive bid process. Negotiated prices may be necessary when single source suppliers are used.

Bids shall be received by the Chief Finance and Business Services Officer or designee. A bidder may be required to submit a sworn statement regarding:

- A. financial ability to complete the contract, including the posting of a bond where appropriate or required;
- B. nature and quality of equipment to be used in performing the contract;
- C. experience and past performance in performing the contract;
- D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract or that are required by applicable law.

Such statements shall be delivered to the District prior to or along with the bid, or as directed by the applicable RFP, and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed and the bidder notified if it is qualified to submit a bid.

Contracts issued as a result of a quote, bid, negotiation or RFP process in excess of \$200,000 shall be approved by the Board.

The Board reserves the right to reject any and all bids.

General Provisions

The District Administrator is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase varies materially from the function or scope as budgeted.

The District Administrator is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Before the requisitioner initiates a purchase order, s/he shall check whether: (a) the proposed purchase is subject to bid, (b) whether sufficient funds exist in the budget and (c) the goods or services might be available elsewhere in the District. All purchase orders shall be generated through the District financial management software.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. where the requisitioner has recommended a supplier, the Business Department may suggest alternatives to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;
- D. upon the placement of a purchase order, the Business Department shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

The Chief Finance and Business Services Officer shall determine expenditures allowed without a properly signed purchase order.

Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment by lease, installment payments, lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the specific terms, including price, of such a purchase.

Debarred Contractors Excluded

For any contract or subcontract, the District may verify that the contractor or subcontractor and any principle is not listed on the General Services Administration's list of debarred or suspended contractors in the Excluded Parties Listing System (EPLS) Findings may serve as sufficient grounds to terminate the contract as the District determines is appropriate.

© Neola 2015

Legal

120.12(24), 66.0133, Wis. Stats.

2 C.F.R. Section 200.213; 200.318 - 200.326

48 C.F.R. Section 9.4

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Revised Policy - Vol. 31, No. 2, July 2022 - NOTIFICATION OF EDUCATIONAL OPTIONS - ED TEAM
Code	po8146 New for Wausau; ED TEAM RECOMMENDS MAKING ACTIVE
Status	

8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

The Board recognizes the need to provide alternative means by which students achieve the goals of the District.

Annually, by January 31, a list of all educational options available to children who reside in the District **will be provided to parents as a class 1 notice and on the District's website. These options include** public **school**, private schools participating in a parental choice program, charter schools, virtual schools, full-time open enrollment, Early College Credit Program, Start College Now Program, part-time open enrollment **in a nonresident school district, youth apprenticeship programs offered under 106.13, Wis. Stats.** and options for students enrolled in a home-based private education program. (**See** Policy 2370 - Educational Options Provided by the District)

In the class 1 notice, as well as the notice on the District website, the Board shall identify the most recent report card accountability rating that has been assigned to each school within the District boundaries, including charter schools and private schools participating in a parental choice program. This notice shall also inform parents of the availability of the full school and School District accountability reports. (See also Policy 2700.01 - School Performance and State Accountability Report Cards).

© Neola 2022[®]

Legal	115.385(4), Wis. Stats.
	118.15, Wis. Stats.
	118.55, Wis. Stats.
	118.57, Wis. Stats.

Book	Policy Manual
Section	Tabled from Volume 30 Number 2
Title	Copy of FOOD SERVICES (Karen, Bob)
Code	po8500 Final
Status	Draft
Adopted	December 9, 2019
Last Revised	February 14, 2022

8500 - **FOOD SERVICES**

The Board shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students.

The Board shall also provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The Board does not discriminate on the 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 legally protected category in its programs and activities, including employment opportunities in its educational programs or activities, including the Food Service program. Students and all other members of the District community and Third Parties are encouraged to promptly report incidents of discrimination and/or retaliation related to the Food Service program to a teacher, administrator, supervisor, or other official so that the Board may address the conduct. See Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall:

- A. consider the nutritional value of each food or beverage;
- B. consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of

Health and Human Services; and

C. consult and incorporate the USDA Smart Snacks in School nutrition guidelines.

No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

~~In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.~~

Dietary Modifications

Substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider who has prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition restricts his/her diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. ~~To qualify for such substitutions the medical certification must identify:~~

A request for substitutions to the standard meal requirements shall be made, at no additional charge, for students for whom a health care provider with prescriptive authority in the State of Wisconsin has provided medical certification that the student's medical condition necessitates dietary restrictions for the student. The individual making such a request of the Food Service Director shall be informed that medical certification that the student has a restricted diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b., must be submitted within fourteen (14) school days from a health care provider with prescriptive authority in the State of Wisconsin or the dietary modification may be discontinued until such statement is received.

The medical certification must identify:

On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who provide a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs, but which does not comply with the requirements above. To qualify for such consideration and substitutions the medical statement must identify:

- A. the medical or dietary need that restricts the student's diet; and
- B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.

For students who need a nutritionally equivalent milk substitute, only a signed request by a parent is required.

Meal Charges

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program.

The operation and supervision of the food-service program shall be the responsibility of the School Nutrition Services Director. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts shall be made by the School Nutrition Services Director. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. Once classified as bad debt, non-Federal funding sources must reimburse the NSFSA for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions.

Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy and guidelines will be posted on the District website.

The food-service program may participate in the "Farm to School Program" using locally grown food in school meals and snacks.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours.

The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with Board Policy 8550. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540.

Nondiscrimination Statement

The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA):

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal

Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
2. Fax: (202) 690-7442; or
3. E-mail: program.intake@usda.gov.

This institution is an equal opportunity provider.

All verbal or written civil rights complaints regarding the school nutrition programs that are filed with the District must be forwarded to the Civil Rights Division of USDA Food and Nutrition Service within three (3) days.

© Neola 2020

Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226

7 C.F.R. Part 227

7 C.F.R. Part 235

7 C.F.R. Part 240

7 C.F.R. Part 245

42 U.S.C. Chapter 13

Book Policy Manual

Section Policies for the Board, 31-2

Title Revised Policy - Vol. 31, No. 2, July 2022 - PROTECTION OF DISTRICT FUNDS

Code po8740 (Edits complete, BT)

Status

Revised Policy - Vol. 31, No. 2

8740 - **PROTECTION OF DISTRICT FUNDS**

The Board recognizes that prudent trusteeship of the resources of this District dictates that employees responsible for the safekeeping of District monies ~~(-) and property [END OF OPTION]~~ be bonded or alternatively be covered by an insurance policy issued by a Board-approved and admitted ~~accredited~~ insurance carrier or joint self-insurance pool.

An insurance policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of, the employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond.

The District shall be indemnified against loss of money ~~(-) and property [END OF OPTION]~~ by bonding of employees holding the positions and in the amounts determined by the Board and in accordance with State law or by providing adequate coverage through the issuance of an insurance policy.

() All other employees handling money shall be covered under a blanket bond or insurance policy to an amount determined by the Board. ~~[END OF OPTION]~~

The Board shall bear the cost of insuring or bonding each employee required to be covered by this policy.

© Neola **2022**

Legal 120.13(23), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Revised Policy - Vol. 31, No. 2, July 2022 - SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS
Code	po2260.02 final - to be a replacement for the current policy 2260.02
Status	

Replacement Policy - Vol. 31, No. 2

2260.02 - **SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS**

The Board shall provide appropriate identification and transition services for District students who **are identified as English learners**. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The **EL teacher(s) and the EL Coordinator** shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

Identification of English Proficiency

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as ELs **will** be identified by the District using the following process:

- A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey.
- B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in **English and in the non-English language of the EL student, when at all possible.** Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to **be socially and academically successful,** as identified below, and the student may exit the program.

Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. **However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration.** The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills.

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to **be socially and academically successful** in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

EL students with the language skills necessary to compete will:

- A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;
- B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests; and
- C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

- A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or
- B. receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ("MIP") to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District must implement it as described in the Department of Public Instruction's English Language Policy Handbook.

Parents will be notified and consulted regarding the formal reclassification of a student.

Parents who disagree with an ELP assessment shall be given the opportunity to review the assessment with the EL resource teacher to determine whether or not the child shall remain in the bilingual or EL program for an extra year of support.

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. **The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years.** The documentation will include, at a minimum, ~~grade level, ELP composite score, and~~ two (2) **artifacts that show grade level proficiency, or more pieces of evidence.**

Re-entry

During the two (2) year monitoring period, if the student is unable to **access grade-level content based on language development** ~~compete with mainstream English speakers~~ in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or EL program.

~~The EL Coordinator will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed, and that EL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.~~

~~Counseling Services for Students Who Are Limited English Proficient Students~~

~~The District believes that all students should have an the opportunity to have the guidance of a school counselor in course selection and academic career planning. A student who has with limited English proficiency should be able to communicate their ambitions with a school counselor so that there is no discrimination or bias in class placement or career planning. A school counselor should not make any predictions of success or failure based on a student's classification as limited English proficient. If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the school counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient. If a school counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the school counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.~~

Testing

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

Counseling Services for Students Who Are Limited English Proficient Students

The District believes that all students should have the opportunity to have the guidance of a school counselor in course selection and academic career planning. A student with limited English proficiency should be able to communicate their ambitions with a school counselor so there is no discrimination or bias in class placement or career planning. A school counselor should not make any predictions of success or failure based on a student's classification as limited English proficient.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the school counselors and teachers must be sure that such materials and/or presentations be made accessible to a student, as well as a parent, who is limited English proficient.

If a school counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the school counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

P.I. 13, Wis. Admin Code

115, Wis. Stats.

115.96, Wis. Stats.

118.13, Wis. Stats.

118.30(2), Wis. Stats.

20 U.S.C. 1703(f)

© Neola 2022

Legal	P.I. 13, Wis. Admin Code
	115, Wis. Stats.
	115.96, Wis. Stats.
	118.13, Wis. Stats.
	118.30(2), Wis. Stats.
	20 U.S.C. 1703(f)

Book	Policy Manual
Section	Policies for the Board, 31-2
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING - JE & CB
Code	po7440.01
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses.

Wherever ~~the terms~~ video surveillance or electronic monitoring are used, such notification shall identify that reference includes both video or electronic and audio surveillance surveillance are as possible technologies being employed.

~~DRAFTING NOTE: If opting to employ audio surveillance, this should be done with legal consultation. Whether notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin.~~

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms unless the staff member is responding to a specific incident.

Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. Additionally, the District Administrator is directed to annually notify parents and students through the Student Handbook, and staff via the Staff Handbook(s), of the use of video surveillance/electronic monitoring systems in their schools, which may include video footage, audio recording, or both. In cases approved by the District Administrator, camera surveillance may be

used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceeding, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose.

Additionally, prerecorded lessons or observations of online or virtual learning sessions may be included as part of an employee's evaluation.

Further, if an employee is assigned to work remotely (i.e., telework), the administration is authorized to conduct observations that consist of the supervisor reviewing video-recordings of the employee working and/or watching the employee perform ~~their~~ ~~the employee's~~ ~~his/her~~ job responsibilities through means of a live-stream that includes both video and audio.

Additionally, nothing herein shall prevent the administration from using information gathered through electronic means (i.e., viewing a video-recording or live-stream of an employee working) for employment purposes, including but not limited to completing components of an evaluation.

Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

Retention, Secure Storage, Access to and Disposal of Video Recordings

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within fifteen (15) days of the event/incident in order to assure its availability. Inquiries after that time period may be available depending on current retention capabilities. Unless a recording is separated and maintained for some reason by the District, any recording may be destroyed after twenty (20) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the Board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Recordings may also be kept beyond the normal retention period if they are going to be utilized for training purposes.

Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire-resistant cabinet or room in an area to which students and the public do not normally have access. The recordings ~~should~~ **must** be clearly and properly labeled and ~~stored~~ **entered into a storage log**. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. ~~(-) The Administrator building principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material—the log must document the person accessing the recording, the date and time of access, and the purpose).~~ The **Administrator building principal** shall approve requests for access to recorded and stored video images. **[END OF OPTION]. [DRAFTING NOTE: Caution should be exercised in selecting the option that requires the creation and maintenance of a log regarding access to the video recordings. Once created, the log is subject to open records requests. A log of video recordings, unlike pupil record logs, is not required by Wisconsin law and the Board is not required to create written policies regarding retention or the creation of a storage log in this instance. If this option is selected, then the logs must be created and maintained.]**

The **Administrator building principal** may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate.

Video footage should not be removed from school officials' custody except as required by law or upon a request from law enforcement. Video files should not be transmitted electronically to sources outside the District except as required or permitted by law and only with the approval of the District Administrator.

All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel.

Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law.

Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information).

This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy.

Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.

Revised 7/13/20

Revised 2/14/22

© **Neola 2021**

Legal 19.31 – 19.39, 118.125 Wis. Stats.
 FERPA 20 U.S.C. 1232g
 34 C.F.R. 99.1-99.67
 Title I of the Electronic Communication Privacy Act of 1986
 18 U.S.C. 2510-2521

WAUSAU SCHOOL DISTRICT
APPLICATION FOR COOPERATIVE SPONSORSHIP OF EXISTING CLUBS

The Wausau School District has the authority to approve or disapprove cooperative partnerships requested by school sponsored clubs with other school districts. The following conditions must be met to form a cooperative club:

1. Schools should be close in geographical proximity.
2. The Wausau School District can terminate the agreement at any time.
3. Request for a cooperative agreement must include this application and:
 - a. Approval from both schools
 - b. Approval of both Boards of Education
 - c. The club cannot cut, limit or exclude participation due to high numbers of students.

*(Please note: Meeting the above conditions does not guarantee the cooperative will be approved. See below)

The Wausau School District will also take into consideration, for approval of a cooperative club, the following questions:

1. What is the minimum required number of participants for the activity to exist?
2. Does the Wausau School District have enough participants to run the activity without a cooperative agreement?
3. Will Wausau School District students be displaced in a cooperative agreement?
4. Will the participating schools eventually be able to sustain their own activity?

1. We are applying for a cooperative agreement in Wausau East for the school years of 2022-2024.

2. List all schools involved in this cooperative agreement:

Wausau East

Wausau West

D.C. Everest

3.

LIST OF SCHOOLS	Signature of BOE President	Signature of District Administrator
Wausau School District		
D. C. Everest School District		

4. WSD Board of Education President _____

5. WSD District Administrator _____

WSD School Board Restructuring Update

October 24, 2022

Continued Discussions Around **Possible** Restructuring



Our Mission ... To advance student learning, achievement, and success.

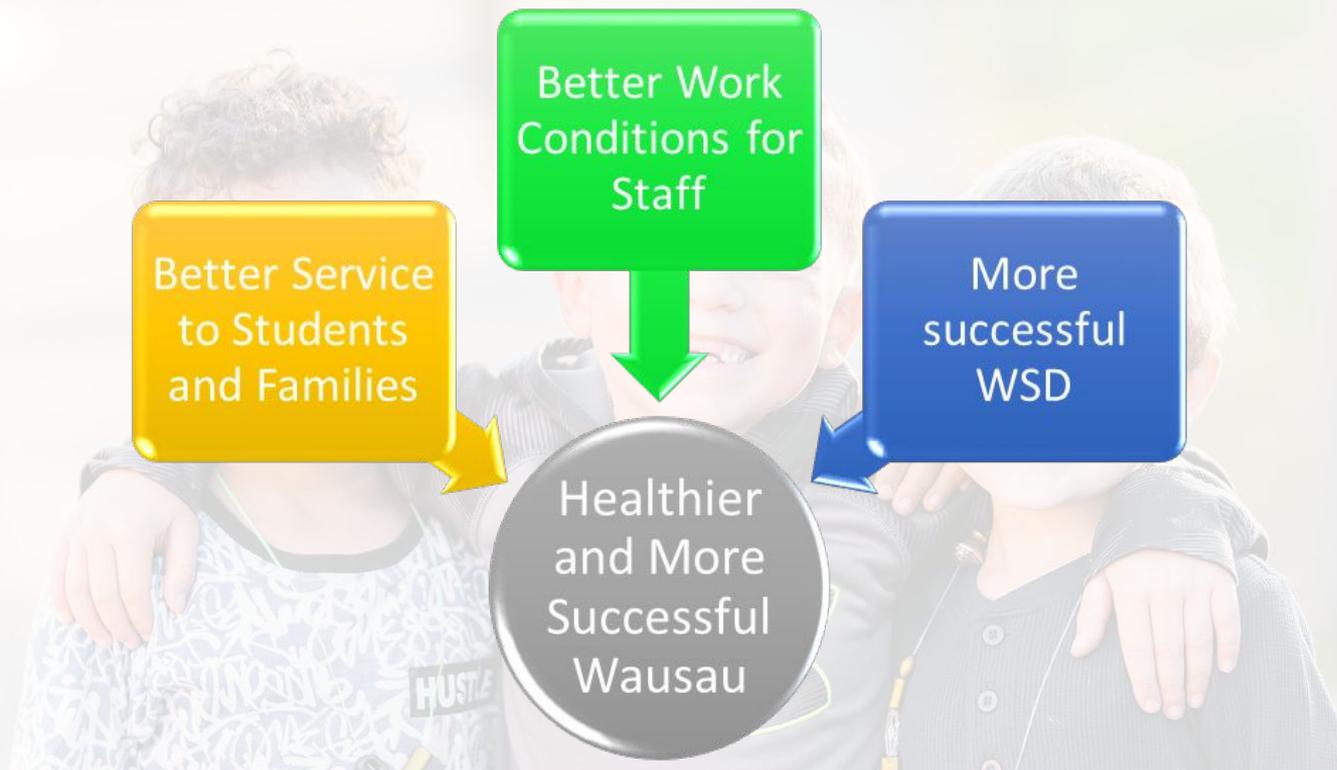


Our Why: ***A desire to improve service to students, families and staff.***

The Wausau School Board is concerned about differences in staff, student, and family experiences based on the school one attends or works in the district. These differences across schools are characterized by changing enrollment trends and future projections within geographic areas; student achievement, programs and course offerings; co-curricular offerings; staffing challenges; scheduling models; physical space and facilities.

Our mission... advancing student learning, achievement, and success.

Our Why: A Deeper Look



Our mission... advancing student learning, achievement, and success.

Look at WSD From a Community Development Perspective

- **Attended the Wausau Area Chamber of Commerce/GWPP: Economic Development Summit.**
- **Mr. Jon Roberts: Economic Development Consultant**
- **Mr. Dennis Winters: Chief Economist, Wisconsin Department of Workforce Development**

Our mission... advancing student learning, achievement, and success.



Recession — All Citizens — Aged 16 to 19 — Aged 20 to 24 — Aged 25 to 54 — Aged 55+

Look at WSD From a Community Development Perspective

Four strategies to combat a flat workforce trend.

1. Immigration
2. Offshoring
3. Re-engage (prevent) the chronically un/underemployed
4. Increase productivity: leverage technology

School systems are a critical economic driver: Preparing and attracting employees.



Look at WSD From a Community Development Perspective

Strategies to re-engage (Prevent) un/underemployed workers.

- **Eliminate barriers:**
 - a. Housing**
 - b. Transportation**
 - c. Childcare**
 - d. Develop skills**

Our mission... advancing student learning, achievement, and success.

Look at WSD From a Community Development Perspective

Schools are part of the solution to preventing un/underemployed .

- **Develop skills.**
- **Create a vision for a young person's life.**
 - **(Academic and Career Planning)**

***NOTE* A restructure of the WSD may increase childcare availability.**

Our mission... advancing student learning, achievement, and success.

A photograph of three young boys smiling and hugging each other. The boy on the left is wearing a blue and white patterned shirt with a 'HUSTLE' tag. The boy in the middle is wearing a dark blue Under Armour hoodie. The boy on the right is wearing a dark blue polo shirt. The background is blurred, suggesting an outdoor school setting.

Look at WSD From a Community Development Perspective

**In Summary:
High quality schools are critical to the
economic health of Wausau.**

Our mission... advancing student learning, achievement, and success.

Return to the WSD Restructuring Discussion



Our mission... advancing student learning, achievement, and success.

Long-term Concerns Needing Solutions

Let's address these proactively!

1. Inconsistent student success and access to programming
2. Inconsistent staffing across schools
3. Inconsistent staff working conditions across schools
4. Challenges with attracting and retaining quality staff
5. Declining enrollment
6. Unfavorable open enrollment trends
7. Continued long-term financial challenges



Our mission... advancing student learning, achievement, and success.

Process Summary: When Did We Start Talking About Restructuring the WSD?

1. Years of discussion about merging schools
2. Elementary boundaries redrawn in 2016.
3. Attempted to have a staff and community conversation during pandemic-unsuccessful.
4. Facility referendum (April 2022) to address critical infrastructure issues.
 - a. Removed \$60 Million of elementary school work from the April 2022 referendum to give time for the restructuring conversation to happen.
5. Board created two subcommittees in May of 2022. Met eight times.
6. Staff and community engagement in Fall of 2022.



Our mission... advancing student learning, achievement, and success.

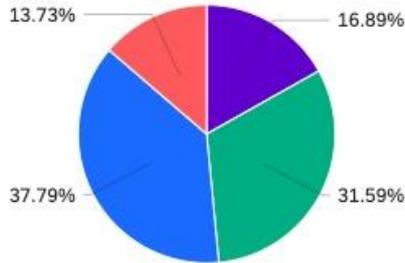
Staff Engagement Update

A photograph of three young children smiling and hugging each other. The child in the middle is wearing a dark grey Under Armour hoodie. The child on the left is wearing a patterned shirt with a 'HUSTLE' tag. The child on the right is wearing a dark blue polo shirt. The background is a bright, out-of-focus indoor setting.

Our mission... advancing student learning, achievement, and success.

Staff Confidence Session #1

How confident are you that, by addressing our challenges through restructuring, we can offer a high quality working and learning environment? 823

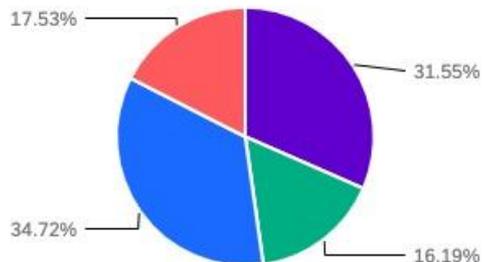


Very Confident Confident Somewhat Confident Not Confident

Our mission... advancing student learning, achievement, and success.

Staff Confidence Session #2

Has your level of confidence changed? 599



■ Confident ■ Very Confident ■ Somewhat Confident ■ Not Confident

Our mission... advancing student learning, achievement, and success.

Written Staff Feedback

Staff report that they want a draft of a plan to which they can react.

Our mission... advancing student learning, achievement, and success.

Community Engagement Plan

Begin to inform the community in a manner similar to WSD staff:

- Informational video released at October 24 WSD School Board meeting
- Feedback surveys

Collect feedback from the community.

In person sessions scheduled for November 16 at Wausau West and December 7 at Wausau East.

Several community partners are willing to help us engage with the broader community.

Our mission... advancing student learning, achievement, and success.

Decision-Making Process

1. Any district restructuring decisions must receive School Board approval
2. Programming and staffing decisions can be made by administration
3. Staff will be consulted and informed
4. Families will be consulted and informed



Our mission... advancing student learning, achievement, and success.

Next Steps

1. Develop a list of prioritized outcomes.
2. Develop draft restructuring plan(s).
3. Any restructuring decisions need school board approval.
4. If the board approves a restructuring plan, a number of teams (involving dozens to hundreds of people) would need to be created who would be responsible for the final implementation plan:
 - Curricular programming
 - Co-curricular programming
 - Scheduling
 - Staffing
 - Transportation
 - Finance
 - Facilities
 - Culture/History

Our mission... advancing student learning, achievement, and success.

Timeline

- Possible school board decision in Winter of 2023.
- If a decision to restructure is made, months of planning would need to occur.
(Winter-Summer 2023)
- Any planned changes would not be implemented until 2024 at the earliest.

Questions?



Our mission... advancing student learning, achievement, and success.

2022-2023 Wausau School District Calendar

Board approved: **NEEDS APPROVAL - East Grad Date Change**

July 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	
	4	5	6	7	8	
	11	12	13	14	15	
	18	19	20	21	22	
	25	26	27	28	29	

August 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

September 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

Aug 29-31: Professional Learning

Sept 1: First Day of School

Sept 5: No Classes - Labor Day

October 2022						
Su	Mo	Tu	We	Th	Fr	Sa
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	
	31					

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	
	7	8	9	10	11	
	14	15	16	17	18	
	21	22	23	24	25	
	28	29	30			

December 2022						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

Oct 26: No Elementary Classes-Recordkeeping
No PM Secondary
No AM/PM Pre-K Classes

Nov 23: No Classes - Non-Contract Day
Nov 24-25: No Classes - Thanksgiving Break

Dec 23-30: No Classes - Winter Break

Oct 26: 1st Quarter Ends (39)
Oct. 27-28: No Classes - Prof Learning

January 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	2	3	4	5	6	
	9	10	11	12	13	
	16	17	18	19	20	
	23	24	25	26	27	
	30	31				

February 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28				

March 2023						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	
	6	7	8	9	10	
	13	14	15	16	17	
	20	21	22	23	24	
	27	28	29	30	31	

Jan 13: No PM Elem Classes-Recordkeeping
No AM/PM Pre-K Classes
Jan 13: 2nd Quarter Ends (46)
Jan 16: No Classes - Prof Learning

Feb 17: No Classes - Prof Learning

Mar 17: No PM Elem Classes-Recordkeeping
No AM/PM Pre-K Classes
March 17: 3rd Quarter Ends (43)
March 20-24: No Classes - Spring Break

April 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	3	4	5	6	7	
	10	11	12	13	14	
	17	18	19	20	21	
	24	25	26	27	28	

May 2023						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	
	8	9	10	11	12	
	15	16	17	18	19	
	22	23	24	25	26	
	29	30	31			

June 2023						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	
	5	6	7	8	9	
	12	13	14	15	16	
	19	20	21	22	23	
	26	27	28	29	30	

April 7: No Classes

May 21 - East High Graduation
May 22 - WAVE Graduation
May 24 - West High Graduation
May 25 - EEA Graduation
May 26: No Classes - Prof Learning
May 29: No Classes - Memorial Day

June 2: No PM Classes - All
Elementary Recordkeeping
No AM/PM Pre-K Classes
June 2: Students' Last Day
June 2: 4th Quarter Ends (47)
June 5: Teachers' Last Day

- No Classes
- Students' first and last days of school
- No Classes - Professional Learning (PL)
- No Pre-K or Elementary Classes / No PM Secondary Classes / Recordkeeping AM (Elem) and Parent/Teacher Conferences PM
- 2023 High School Graduation: May 22 - WAVE; May 21 - East; May 24 - West; May 25 - EEA
- Quarter Ends (1st - 39) (2nd - 46) (3rd - 43) (4th - 47) = 175
- Teachers' last day of school
- No PM Elem Classes-Recordkeeping. No AM/PM Pre-K Classes