

Wausau School District
Board of Education Meeting Agenda
In Compliance with the Wisconsin Open Meeting Law

James Bouché, President
Public Notice s.19.84 (3)

Cory Sillars, Clerk
Exemptions s.19.85

A Education/Operations Committee Meeting of the BOARD OF EDUCATION will be held in the **Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403** at **5:00 PM** on **Monday, January 27, 2025.**

- I. Call to Order
- II. Approve the Minutes
- III. EXCELLENCE IN ACTION: Rib Mountain Elementary
- IV. Public and Student Comment
- V. Neola Update (**Action Requested**)
- VI. Recommendation for 2025-26 Capital Projects (**Action Requested**)
- VII. Legal Expense for 2nd Quarter of 2024-25 (**Estimated Time to Present**)
- VIII. Approve 2025-2026 School Calendar (**Action Requested**)
- IX. Presentation of Financial Projection Model Assumptions
- X. Report Card Presentation
- XI. Consolidation Update
- XII. Real Estate Sales (**Possible Action**)
- XIII. Adjourn

NOTICE POSTED: Tuesday, January 21, 2025, at 9:00 am

By: Cassie Peck

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

The Wausau School District does not discriminate on the basis of race, age, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")

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, December 16, 2024, beginning at 5:00 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: James Bouche; Sarah Brock; Jon Creisher; Pat McKee; Cory Sillars; and Lance Trollop.

Absent: Jennifer Paoli; Joanna Reyes; and Jane Rusch.

I. Call to Order

The meeting was called to order at 5:00 pm.

II. Approve the Minutes

Pat McKee moved to approve the minutes of November 25, 2024, seconded by Cory Sillars. The motion carried 6-0.

III. EXCELLENCE IN ACTION: Riverview Elementary

Riverview Principal, Sarah Budney and Riverview students shared a brief presentation of the exciting things happening at Riverview Elementary.

IV. Public and Student Comment

There was none.

V. Approve 2023-24 Audit Report (Action Requested)

Lance Trollop moved to recommend to the full Board the approval of the 2023-2024 Audit Report as presented, seconded by Sarah Brock. The motion carried 6-0.

VI. Building Assessment Results

CESA 10 presented the results of the Elementary Building Assessment.

VII. Open Enrollment Seat Availability (Action Requested)

Sarah Brock moved to recommend to the full Board the approval of the regular and special education non-resident spaces available under open enrollment for the 2025-2026 school year as presented, seconded by Jon Creisher. The motion carried 6-0.

VIII. Adjourn

Pat McKee moved to adjourn, seconded by Sarah Brock. The motion carried at 6:10 pm.

Respectfully Submitted,

Jennifer Paoli,
Board Clerk

JP:cp

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Overview
Code	1-
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 33, Number 2 May 2024

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

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

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

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

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

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

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

Your Neola Associate will contact you in the near future to schedule an appointment to review this update and ensure you are current on this and previous updates.

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

Processing Update Materials

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

Using Header Box Options in BoardDocs

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

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

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

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

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

District-Specific Materials

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

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

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

Notice Regarding Legal Accuracy

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

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

Supplemental Information

Checklist of District Administrator Reports to the Board as Required by Policy

Memo - UW System Guaranteed Admission

Policy Revisions

Policy 0164V1/0164V2 - Meetings (Revised)

This revision includes options relating to closed session virtual attendance by Board members, along with a related drafting note.

Consideration of the additional options is recommended to assure consistency with policy and practice.

Policy 0174.1 - Annual Report (Revised)

This revision adds a reference to the authorization for the performance of clerk duties and the legal citation for same.

Adoption of this revision is recommended for clarity and flexibility.

Policy 2131 - Educational Outcome Goals and Expectations (Revised)

This policy is updated to include the additional language added by 2023 Wisconsin Act 266, which amends Wis. Stat. 118.01(2)(c)8. to include reference to Hmong Americans and Asian Americans. Act 266 does not contain a specific implementation date, accordingly, this will need to be incorporated into the curriculum for the 2024-2025 school year.

Adoption of this revision is recommended to have compliant policies. Note that if this revision is not adopted, the requirement in state law still must be followed.

Policy 2340 - District-Sponsored Trips (Revised)

This policy revision adds optional language regarding school-sponsored international field trips and considerations that must be taken into account. In addition, the transportation policy language from Policy 8640 - Transportation for Field and Other District-Sponsored Trips has been added to this policy, and Policy 8640 has been rescinded.

Adoption of this revision is recommended to maintain consistency across the pertinent policies.

Policy 3120.04 - Employment of Substitutes (Revised)

Policy 4120.04 - Employment of Substitutes (Revised)

These policies have been revised to incorporate language from the administrative guidelines that are recommended to be rescinded.

These revisions are recommended for a more comprehensive policy consistent with current demands.

Policy 3120.08 - Employment of Personnel for Co-Curricular/Extra-Curricular Activities (Revised)

This revision clarifies and provides decisional options for the hiring of personnel for co-curricular/extra-curricular activities.

Adoption of this revision is recommended for greater clarity and flexibility.

Policy 3431 - Employee Leaves (Revised)

Policy 4431 - Employee Leaves (Revised)

These policies have been revised to broaden and clarify the instances where leave will be granted for employees subpoenaed to testify in matters related to District employment.

These revisions are recommended for a more comprehensive policy consistent with current demands.

Policy 4162 - Controlled Substance and Alcohol Policy for Employees that Transport Students (Rescind)

Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students (Renum./Revised)

This policy has been renumbered to Policy 8601. This puts the policy in the same policy area as other transportation related policies and therefore easier to locate for reference. Minor revisions to reflect policy cross-references are also made. Adoption of this revision is recommended to assure that the District's policies match the template system, which will also

make evaluation of future update revisions more easily implemented.

Policy 5200 - Attendance (Revised)

This policy has been revised to add additional instances of excused absences as recommended by State law.

Adoption of this revision is recommended.

Policy 5330 - Administration of Medication/Emergency Care (Revised)

This policy is revised to include the option of a student receiving nonprescription drugs that are provided by the school consistent from the schools' supplies, with parental instructions, dosage instructions, or health care provider instructions.

Adoption of this revision is recommended to maintain compliant policies.

Policy 5430 - Class Rank (Revised)

This policy is updated to incorporate the class ranking requirements districts must implement for students to participate in the University of Wisconsin System's Guaranteed Admission Program. The requirements for grade 11 class rank and notification to the top ten percent (10%) first applies at the end of the 2024-2025 school year, with guaranteed admissions in the 2025-2026 school year.

Adoption of this revision is recommended and required for any district who wishes to participate in the Guaranteed Admission program or the Wisconsin Academic Excellence Scholarship program.

Policy 5460 - Graduation Requirements (Revised)

This policy is revised to reference the newly enacted .5 credit requirement in financial literacy for high school graduation. Additional credit earning options are added as options as well. Note that any course approved for credit towards high school graduation in a State law required subject matter (i.e., social studies, math, science, physical education, health, English, and financial literacy) must be approved by the Board. Districts who opt to offer a GED 2 option program, must obtain prior approval of the program from DPI (DPI applications are available on their website: <https://dpi.wi.gov/alternative-education/ged-option-2>). The addition of financial literacy as a .5 credit graduation requirement is required by State law effective with the class of 2028, meaning that students entering high school in the 2024-2025 school year will be required to complete this requirement. Once the Board approves revisions to this policy, it must be submitted to DPI per Wis. Admin Code PI 18.05(2).

Adoption of this revision is required as part of the board's responsibility to adopt the curriculum.

Policy 5505 - Academic Honesty (Revised)

This policy is revised to incorporate concerns regarding emerging AI technology and its impact on academic integrity.

Additionally, this policy is updated to include optional language regarding the use of Artificial Intelligence, such as generative tools (ChatGPT, etc.), by students in the completion of their school work. Adoption of this language, or a similar version of the language that identifies use of AI tools to create work as a form of academic dishonesty, except when authorized, is strongly recommended.

Policy 5610 - Suspension and Expulsion (Revised)

The policy is revised to include optional language for the Board to express preference for non-exclusionary discipline, and is also updated to cross-reference the policy on discipline for students with disabilities. Consideration of these revisions is recommended.

Policy 5610.03 - Alternatives to Expulsion and Reentry Plans (New)

This new policy is offered to address the common practice of providing students with an opportunity to avoid the expulsion hearing process in circumstances where administration determines it is appropriate to offer a reentry plan with conditions designed to correct the behavior. This is a voluntary process that requires the student and parent of a minor student to agree to a set of conditions which, if adhered to, avoid the student's referral to the Board for possible expulsion.

Consideration of this policy is recommended, but is not required, nor is the policy necessary to allow for the use of such disciplinary alternatives to expulsion.

Policy 5771 - Search and Seizure (Revised)

This policy is revised to make it easier to follow and to specifically note that a student search may be directed by an administrator other than the principal.

Adoption of this revision is recommended.

Policy 6423 - Use of Credit Cards (Revised)

This policy is revised to provide more specific restrictions on district credit card usage and personal use of any credit card rewards program.

Adoption of this revision is recommended1

Policy 7540.05 - Assistive Technology and Services (Revised)

This policy is updated to address new technology being used with certain students as a way to communicate with them and to monitor their location and behavior, e.g. AngelSense. As these technologies become more prevalent, Neola anticipates further need to address their usage. At this time, the primary concern is the communication component, particularly as it relates to communication from the device to a parent or other location outside the school. This presents concerns for other student confidentiality. The policy update reflects the expectation that such functionality will be disabled during school, unless expressly provided for in the student's IEP.

Adoption of this update is strongly recommended.

Policy 7544 - Use of Social Media (Revised)

This policy is updated to provide additional language to address the continuously evolving environment of social media and the potentially dangerous circumstances in which school staff interact with students through social media and related forms of electronic communication (i.e. athletic program team apps, etc.). Selection of options is recommended.

Policy 8395 - Student Mental Health Services (Revised)

This policy is revised to account for the delivery of mental health services using virtual platforms in addition to face-to-face onsite delivery. Language is also added to reference coordination between the delivery of student mental health services with a student's IEP programming requirements.

Adoption of this update is recommended.

Policy 8500 - Food Services (Revised)

This policy is updated to streamline the dietary accommodations language and to reference the appointment of a special dietary accommodations coordinator, as required by regulations. Also added is a required grievance procedure related to the disability-related dietary accommodations process. A grievance procedure is required by Federal regulation (7 C.F.R. 15b.6).

Adoption is strongly recommended.

Policy 8510 - Wellness (Revised)

This policy is updated to include the Department of Agriculture's required nondiscrimination statement as well the reminder that under the heading "Policy Leadership" at least one choice is required for compliance. These two changes were made pursuant to Wisconsin Department of Public Instruction (DPI) district audits in which these requirements were identified by an auditor. In addition, the content of the entire policy was reviewed by a work group which included members from the Wisconsin Department of Health Services, DPI, and University of Wisconsin Health System. The resulting draft of all of this work was then further reviewed by Neola's Wisconsin-based legal counsel for proper legal compliance.

Adoption of this update is strongly recommended to be in compliance with current auditor expectations.

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

The policy is updated to incorporate additional federal regulatory requirements regarding student participation in the free and reduced meal program and to add an option for districts that are part of the community eligibility provision (CEP) whereby a district or specific schools within the district can obtain free meal eligibility for all students for a four (4) year cycle if the school or district meets certain requirements, typically sustained individual eligibility of free and reduced meals that is twenty-five percent (25%) or more of the student population.

Consideration of this update is recommended.

Policy 8540 - Vending Machines (Revised)

This policy is updated to include the Department of Agriculture's required nondiscrimination statement. This update is made pursuant to an audit in which this requirement was identified by the auditor (see discussion of Policy 8510 - Wellness).

Adoption of this update is strongly recommended to be in compliance with current auditor expectations.

Policy 8550 - Competitive Food Sales (Revised)

This policy is updated to include the Department of Agriculture's required nondiscrimination statement. This update is made pursuant to an audit in which this requirement was identified by the auditor.

Adoption of this update is strongly recommended to to be in compliance with current auditor expectations.

Policy 8600 - Transportation (Revised)

This policy has been updated by adding language previously in Policy 8680 - Transportation Services Contracts and Policy 8651 - Nonroutine Use of School Buses regarding District-owned vehicles. Policy 8651 has been rescinded.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Policy 8640 - Transportation for Field and Other District-Sponsored Trips (Rescind)

This policy has been rescinded. The content of this policy has been moved to Policy 2340 - District-Sponsored Trips.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Policy 8651 - Nonroutine Use of School Buses (Rescind)

This policy has been rescinded with the content of the policy moved to Policy 8600 - Transportation.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips (Revised)

This policy is updated to provide additional options to better control private transportation for field trips given that the need to do so continues to increase in frequency.

Consideration of options provided is recommended.

Policy 8680 - Transportation Services Contracts (Revised)

The policy is revised to remove reference to transportation using School District-owned buses. This policy is intended to cover transportation through contracts with a transportation provider. The provisions regarding District-owned or operated buses has been moved to Policy 8600 - Transportation.

Adoption of this update is strongly recommended to assure consistency with other pertinent policies, which are included in this update as well.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of MEETINGS
Code	po0164 Cale Done
Status	
Adopted	March 11, 2024

0164 - MEETINGS

Regular Meetings

The Board shall hold a meeting at least once each month on a date and at a time and place determined annually by a resolution of the Board.

Change of Regular Meetings

If the Board adopts a resolution changing the date, time, or place of a regularly scheduled meeting, the meeting notice shall state the date, time, place, and subject matter of the rescheduled meeting, as well as the name and address of the District. Said notice shall be posted on the front door of the Administrative Office Building and at such places as the Board may determine. Meeting notices of scheduled Board meetings shall be posted in accordance with State law. (See also Policy 0166 - Agenda)

Special Meetings

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if the Board member does not attend, provided appropriate notice is provided as defined under Chapter 19.

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Notice of Meetings

Public notice of all Board meetings, and other meetings subject to Policy 8309 - Open Meetings for Non-Board Committees, shall be given pursuant to statute. Such notice shall be given, without cost, to any news media which submits a written request for meeting notices and to a news medium likely to give notice in the District's geographic area. In addition, such notice shall be made public in at least one (1) of the following ways:

- A. posting the notice in at least three (3) public places likely to give notice to persons affected;

- B. posting the notice in at least one (1) public place likely to give notice to persons affected and on the governmental body's website; or
- C. by paid publication in a news medium likely to give notice to persons affected.

The notice shall be given, without cost, to the District's official newspaper, the Wausau Daily Herald.

The notice shall list the date, time, place, and subject matter of each regularly scheduled meeting of the Board, including subjects intended for the consideration at any closed session, in the form which is reasonably likely to inform members of the public and the news media. To assure that notice of a meeting is specific enough to apprise the public of the purpose of the meeting, the following factors shall be considered: (1) the time and effort required to provide detailed notice; (2) the level of public interest in the particular subject; and (3) whether the meeting will involve routine or novel issues. The notice shall contain the name and address of the District and its telephone number. The notice shall be given at least twenty-four (24) hours prior to the meeting unless for good cause such notice is impossible or impractical, but in no case may the notice be less than two (2) hours in advance of the meeting.

The notice shall also contain the following statement:

"Upon request to the Board Clerk, or designee, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodation including the provision of informational material in an alternative format for a disabled person to be able to attend this meeting."

Cancellation of Meetings

If a regularly scheduled and legally noticed meeting needs to be canceled (e.g., inclement weather, electrical outage, broken water pipe, lack of quorum, etc.), the Board President or designee shall have the authority to cancel or reschedule the meeting. To the extent practical, a notice of cancellation should be provided, similar to the notice of the meeting.

Virtual Participation in Meetings

[DRAFTING NOTE: Choose one or both of the options below.]

[Option 1]

Generally, the Board does not allow virtual participation, unless otherwise determined by the () Board, () Board President, ~~[END OF OPTION]~~ or due to an order by an authorized authority preventing in person attendance at a meeting., Board members are expected to attend meetings in person at the location set by the Board for the meeting.

[OPTION 2]

A Board member may attend the open session portions of meetings virtually in instances where a member is unable to attend in person. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in those portions of the meeting. A Board member may not attend the closed session portions of meetings virtually. A Board member attending any portion of a meeting virtually may vote in accordance with Bylaw 0167.1 – Voting, unless such voting would be inconsistent with due process or the law.

~~X] A Board member may attend virtually in instances where a member is unable to attend in person () due to a scheduled absence from the District or due to an illness or a physical restriction preventing attendance [END OF OPTION]. The Board member is responsible for making advance arrangements with the District administration to facilitate participation in the meeting. Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel.~~

[END OF OPTIONS]

[DRAFTING NOTE: This option may be selected if one of the options above is selected.]

~~[] A Board member may only attend closed session portions of meetings in person () unless the Board member verbally represents that they are alone and their physical location is secure from any third parties overhearing the proceedings in closed session [END OF OPTION]. [DRAFTING NOTE: Take this option only if you took Option 1 above.] () Remote access during quasi-judicial functions (e.g., termination hearings, expulsions) may be permitted after consultation with legal counsel. [END OF OPTION] [END OF OPTIONAL PARAGRAPH]~~

[DRAFTING NOTE: If considering prohibiting closed session virtual attendance while allowing open session virtual attendance, consultation with District legal counsel is recommended.]

Any Board member attending a meeting remotely may vote in accordance with Bylaw 0167.1 – Voting.

Board members are not provided with technology to facilitate remote Board attendance unless the Board authorizes such expenditure.

Any Board member attending a meeting or who intended to attend a meeting remotely but is unable to attend or unable to maintain attendance due to technological complications, such as a poor connection or other equipment failures, will be considered absent for all or part of the meeting. The meeting may continue in the member's absence provided that a quorum is still present.

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Legal
19.84, Wis. Stats.
120.11, Wis. Stats.
985.05(3), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Revised Policy - Vol. 33, No. 2, May 2024 - EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS
Code	po2131 Jon Done
Status	

Revised Policy - Vol. 33, No. 2

2131 - EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS

In fulfillment of the District's mission to provide a quality education for all students, the Board believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

Academic Skills and Knowledge

- A. Basic skills including the ability to read, write, spell, perform basic arithmetical calculations, learn by reading and listening, and communicate by speaking and writing.
- B. Analytical skills including the ability to think rationally, solve problems, use various learning methods, gather and analyze information, make critical and independent judgements and argue persuasively.
- C. A basic body of knowledge that includes information and concepts in literature, fine arts, mathematics, natural sciences, including knowledge of the elements of agriculture and the conservation of natural resources, and social sciences, including knowledge of the right and responsibilities of the family as a consumer, cooperative marketing and consumers' cooperatives.
- D. The skill and attitudes that will further lifelong intellectual activity and learning.
- E. Knowledge in computer science, including problem-solving, computer applications, and the social impact of computers.

Vocational Skills

- A. An understanding of the range and nature of available occupations and the required skills and abilities.
- B. Preparation to compete for entry-level jobs not requiring postsecondary school education.
- C. Preparation to enter job-specific vocational training programs.
- D. Positive work attitudes and habits.

Citizenship

- A. An understanding of the basic workings of all levels of government, including the duties and responsibilities of citizenship.
- B. A commitment to the basic values of our government, including by appropriate instruction and ceremony the proper reverence and respect for and the history and meaning of the American flag, the Declaration of Independence, the U.S. Constitution, and the constitution and laws of the State.
- C. The skills to participate in political life.
- D. An understanding of the functions of organizations in society.

- E. Knowledge of the role and importance of biological and physical resources.
- F. Knowledge of State, National, and world history.
- G. An appreciation and understanding of different value systems and cultures.
- H. An understanding, at all grade levels, of human relations, particularly with regard to American Indians, Black Americans, ~~and~~ Hispanics, Hmong Americans, and Asian Americans.

Personal Development

- A. The skills needed to cope with social change.
- B. Knowledge of the human body and the means to maintain lifelong health, including:
 1. knowledge of the theory and practice of physical education, including the development and maintenance of physical fitness.
 2. knowledge of the nutritive value of foods, as outlined in the Dietary Guidelines of Americans, and knowledge of the role of a nutritious diet in promoting health, preventing chronic disease, and maintaining a healthy weight.
 3. knowledge of physiology and hygiene, sanitation, the effects of controlled substances consistent with ch. 961 and alcohol upon the human system, symptoms of disease and the proper care of the body. No student may be required to take instruction in human growth and development, self-esteem, responsible decision-making, interpersonal relationships, sexual activity, human sexuality, reproduction, contraception, family life, parenting, sex stereotypes and protective behavior if his/her parent files with the teacher or principal a written request that the student be exempted. Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.
 4. awareness about drug abuse, including prescription drug abuse, and prevention.
- C. An appreciation of artistic and creative expression and the capacity for self-expression.
- D. The ability to construct personal ethics and goals.
- E. Knowledge of morality and the individual's responsibility as a social being, including the responsibility and morality of family living and the value of frugality and other basic qualities and principles referred to in article I, section 22, of the constitution insofar as such qualities and principles affect family and consumer education.
- F. Knowledge of the prevention of accidents and promotion of safety on the public highways, including instruction on the relationship between highway safety and the use of alcohol and controlled substances under ch. 961.
- G. The skills needed to make sound decisions, knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances consistent with chapter 961 and knowledge of the available community youth suicide prevention and intervention services. Instruction shall be designed to help prevent suicides by students by promoting the positive emotional development of students.
- H. Knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students, including child abuse, sexual abuse, and child enticement. Instruction shall be designed to help students develop positive psychological, emotional, and problem-solving responses to such situations and avoid relying on negative, fearful, or solely reactive methods of dealing with such situations. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to students in elementary schools.

The Board believes that all students in this District will be able to demonstrate these learnings at a level that is commensurate with their age and capabilities.

The District Administrator is charged with the responsibility for providing, through the District's curriculum (**x**) and appropriate administrative guidelines, ~~[END OF OPTION]~~ opportunities for each student to accomplish these goals as well as a valid means for assessing the extent to which each is accomplished.

Student achievement of these educational goals represents the Board's highest priority. It should be the highest priority, as well, for the administration and for all members of the staff.

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Legal 118.01, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of DISTRICT-SPONSORED TRIPS
Code	po2340 Jon, Julie, Katie Done
Status	
Adopted	December 9, 2019
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2340 - **DISTRICT-SPONSORED TRIPS**

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the school administration, and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. cultivate new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the building principal and subject to review by the Directors of Elementary or Secondary Education.

Field trips to destinations more than 150 miles from the District must be approved by the building principal and subject to review by the Directors of Elementary or Secondary Education.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the school administration activities director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the activities director building administrator subject to review by the Director of Secondary Education and the Director of Teaching, Learning, and Leadership Integration in accordance with the District's overnight travel guidelines, which includes appropriate and adequate supervision.

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the (x) Principal (~~) District Administrator [END OF OPTIONS] in accordance with the District's overnight travel guidelines, (~~) and then must be submitted to the Board for final approval [END OF OPTION].~~~~

[x International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel (x) and that are responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.[END OF OPTION]

[x Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary. [END OF OPTION]

~~Other District-Sponsored Trips Including Foreign Travel and Extended Out-of-District Field Trips~~

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Foreign and Extended Out-of-District Field Trips

The Board of Education recognizes the importance of intercultural and international education as important parts of the school program. To this end the Wausau School District may approve study tours and/or exchanges of its students and teachers between various countries for limited periods of time. The following procedures are to be followed in regard to these events.

Procedure

The Superintendent of Schools or designee is vested with the authority to approve extended trips or foreign travel within the constraints of this policy. The following information must be provided to the Superintendent of Schools or designee at the time a request is made for an extended trip or foreign travel:

- A. A written statement assuring that financial aid information will be provided to students with financial need. No student may be eliminated from consideration for participation in a District approved tour on the basis of sex (including transgender status, change of sex, sexual orientation, or gender identity), race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.
- B. A written statement that students for whom foreign travel is to be approved perform at or above the first year of high school language study.
- C. A written curricular plan including the trip itinerary, tour objectives, and anticipated instructional activities.
- D. A written statement of endorsement for the trip or tour from the Department Chairperson and the building principal.
- E. A written statement of all financial arrangements, including, but not limited to:
 1. the number of students expected to participate.
 2. the cost per student.
 3. a breakdown of what is included in the cost of the trip.

4. the cost of substitute teachers.
 5. the cost of support staff for students with special needs.
- F. A written statement indicating the number of free transports, if any. These free transports will be assigned by the District to staff members and/or chaperones in a manner that best meets the needs of the students involved in the tour.
 - G. The name(s) of all supervisory personnel who will accompany the tour. The organizer must be an employee of the District and additional supervisors/chaperones are to be over the age of twenty-one (21) and approved by the District. In the event that students of both genders are traveling, a chaperone of each gender is required. Supervisors/Chaperones who are not employees of the District will be subject to a criminal information records check through the Department of Justice and other appropriate agencies.
 - H. The length of time for travel including departure and return times, dates, distances, and modes of travel. Every attempt should be made to schedule approved trips during vacation periods. If travel arrangements necessitate that school days are missed, the Superintendent of Schools or designee may approve faculty and student absences provided that, in his/her judgment, school time missed is within acceptable limits; preferably not to exceed five days.
 - I. A written statement that all travel will be by bonded carrier.
 - J. A preliminary list of participants provided 120 days before departure along with any changes that may have occurred in the information listed above. Subsequent changes must be reported as they are received.

Other Requirements

The District Administrator or designee may use discretion when considering details for a specific trip. However,

- A. Students not accompanying their teacher on the foreign field trip will be given instruction by a teacher certified in the content area being studied if the travel exceeds three (3) days of school time.
- B. Costs to be incurred by the District include employing a qualified substitute teacher and providing compensation for overnight chaperones if required by Administrative Rule 6410 (Overnight Chaperone Coverage for Middle and High School Activities).
- C. Without approval of the Superintendent of Schools or designee, the number of students per supervisor/chaperone on the foreign trip shall not exceed 10 to 1.

A minimum of two (2) supervisors/chaperones shall be required on all foreign trips unless extenuating circumstances exist and an alternate plan for student safety is approved in advance by the Superintendent of Schools or designee.
- D. Students participating as part of foreign and extended out-of-District field trips are subject to all rules and regulations of the High School Activities Code, Policy 5610. It should be understood that violations of the High School Activity Code may jeopardize a student's ability to participate as part of a foreign or extended out-of-District field trip without expectation of a refund.
- E. Parents and students must comply with Policy 6425, Conduct for Field Trips/Activities/Travel, including submission of signed permission and medical authorization documents. Students are subject to all applicable District policies while participating in travel under this policy. Students violating rules, regulations, and policies while on said trip, are subject to being sent home early. Additional costs incurred as a result of this will be the responsibility of the parent/guardian.
- F. Participants shall be under the direction and control of designated school officials during the entire trip.
- G. No District facilities, time, or staff shall be involved in advertising or promoting unauthorized tours.
- H. Insurance options available to students will be shared with parents and students. Any insurance policy chosen will be the financial responsibility of the family.

Cancellation of a Tour

The District Administrator and/or the Board of Education may withdraw authorization for a previously approved student trip at any time based upon lack of participation, changed circumstances, or other justifiable reason. Circumstances in which withdrawal of authorization may occur include, but not limited to, terrorism, the danger of war, political unrest, disease epidemics, or in general, the safety and well-being of the students. Should a trip need to be cancelled, the District will work with the travel company in an attempt to postpone, reschedule, or provide an alternate destination. However, there is no guarantee an agreeable solution may be reached.

The District shall not be held responsible financially or otherwise in the event a trip is cancelled.

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

Any staff member may propose a trip by presenting details of the proposed trip to the principal.

Proposals shall include the details of the trip, the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised.

A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

General Trip Provisions

Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study.

Students may be charged fees for District-sponsored trips, however; students shall have an equal opportunity to participate regardless of financial situation.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or District Administrator. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the District Administrator. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips.

The District Administrator shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly monitored;
- D. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- E. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- F. all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in his/her charge is imperiled.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the principal to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

Transportation for Field and other District Sponsored Trips

Transportation shall be provided by regular (Commercial Driver's License (CDL) not required) or special-purpose (CDL required) school vehicles for field and other District-sponsored trips. ~~{END OF OPTIONAL PARAGRAPH}~~

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. ~~{END OF OPTIONAL PARAGRAPH}~~

The District shall assume transportation costs for

~~(-) all field trips.~~

a certain number of approved field trips as approved by the District Administrator ~~(x)~~ as specified in the District Administrator's administrative guidelines. ~~{END OF OPTION}~~

~~{END OF OPTIONAL PARAGRAPH}~~

~~{-} The District will provide transportation for all other trips including co-curricular, athletic, and other extra-curricular trips (-) as approved by the District Administrator. {END OF OPTION}. {END OF OPTIONAL PARAGRAPH}~~

~~{-} The District will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~(-) by the sponsoring organization.~~

~~(-) from the designated fund.~~

~~{END OF OPTIONAL PARAGRAPH}~~

~~{-} The District will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

~~(-) by the sponsoring organization.~~

~~(-) from a designated fund.~~

~~{END OF OPTIONAL PARAGRAPH}~~

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. ~~{END OF OPTIONAL PARAGRAPH}~~

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home. ~~{END OF OPTIONAL PARAGRAPH}~~

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception. ~~{END OF OPTIONAL PARAGRAPH}~~

District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

without the approval of Administration.

~~{END OF OPTIONAL PARAGRAPH}~~

~~{-} No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.~~

~~(-) and does not transport any other student.~~

~~{END OF OPTIONAL PARAGRAPH}~~

Transportation by private vehicle shall be in accordance with Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

X] The District Administrator shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles. ~~**[END OF OPTIONAL PARAGRAPH]**~~

Revised 12/14/20

Revised 5/5/21

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Legal

121.54(7), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08 Tabatha done
Status	
Adopted	December 9, 2019

3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board ~~of Education~~ may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

X-As openings occur they shall be noticed in appropriate locations. [END OF OPTIONAL PARAGRAPH]

~~[] Applications for co-curricular/extra-curricular activities will be made in writing to the () Activities/Athletic Director () _____.~~ [END OF OPTIONAL PARAGRAPH]

-

~~[] The Activities/Athletic Director will vet the candidates and conduct interviews which will include another member of the Administration.~~ [END OF OPTIONAL PARAGRAPH]

-

~~{Drafting Note: Select either Option #1 or Option #2}~~

-

~~Option #1~~

~~[] The District Administrator shall make a recommendation to the Board for approval.~~

~~Option #2~~

X-The District Administrator or designee is responsible for making employment decisions for co-curricular/extra-curricular positions. END OF OPTIONS]

~~The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter which that specifies the assignment and the stipend associated with the assignment.~~

Any such appointment may be terminated by (X-) the District Administrator ~~() the Board~~ [END OF OPTION] for any reason that is not arbitrary or capricious.

~~There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.~~

Coaching/advisory duties accepted by a teaching or administrative staff member ~~member of the teaching staff or administrative staff~~ shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board. Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 - Grievance Procedure or Policy 4340 - Grievance Procedure.

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Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of ATTENDANCE
Code	po5200 Jon, Julie, Katie - Done
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5200 - **ATTENDANCE**

The Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the Board recognizes that the District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation. For purposes of this policy, the regular period and hours of instruction including both those periods and hours a student's program require that they are in school as well as any attendance requirements defined as part of a course of virtual instruction, or a combination of the more than one type of instructional delivery.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Parent Notification of Absence Required

The District Administrator shall require, from the parent of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence, except a parent-excused, pre-planned absence requires written notification as indicated below. The Board reserves the right to verify such statements and to investigate the cause of each absence.

School Attendance Officer

The District Administrator shall designate an administrator at each school to be the School Attendance Officer. The School Attendance Officer shall perform any duties and responsibilities as required by State law, this policy, and any administrative guidelines issued by the school. The duties of the School Attendance Officer shall include, but not be limited to, the following:

- A. Determining daily from attendance reports submitted by teachers which students enrolled in the school are absent from school and whether the absence is excused.
- B. Initiate communication with parent, guardian, and/or student to verify absence and promote school engagement.
- C. Submitting to the District Administrator, on or before August 1st of each year, a report of the number of students enrolled in the school who were absent in the previous year and whether the absences were excused. The District Administrator shall then submit this information to the State Superintendent.
- D. Providing student attendance information to individuals and agencies for purposes authorized by State law and the Board's Policy 8330 - Student Records.

Excused Absences

As required under State law, a student shall be excused from school for the following reasons:

A. Physical or Mental Condition

The student is temporarily not in proper physical or mental condition to attend a school program. Absences for this reason may be excused by oral or written notification to the attendance officer by the adult student or minor student's parent. The attendance officer in appropriate circumstances may require a written statement from a health care provider describing the condition and excusing the student for a period not to exceed thirty (30) calendar days.

B. Obtaining Religious Instruction

To enable the student to obtain religious instruction outside the school during the required school period (see Policy 5223 - Absences for Religious Instruction).

C. Parent-Excused Pre-Planned Absence

The student has been excused in writing by their parent before the absence for any reason. A student may not be excused for more than ten (10) days per school year under this paragraph and must complete any course work missed during the absence. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:

1. professional and other necessary appointments (e.g., medical, dental, and legal) that cannot be scheduled outside of the school day
2. to attend a funeral
3. legal proceedings that require the student's presence
4. college visits
5. job fairs
6. vacations

D. Religious Holiday

For observance of a religious holiday consistent with the student's creed or belief.

E. Suspension or Expulsion

The student has been suspended or expelled.

F. Program or Curriculum Modification

The Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.

G. High School Equivalency – Secured Facilities

The Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

H. Election Day Official

A high school student, including students enrolled in private schools and students enrolled in home-based private education, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official provided that the following criteria are met: 1) the student has the permission of their parent to serve as an election official on election day; 2) the student has signed up and the municipal clerk has informed the principal that the student has been assigned to serve in this capacity; and 3) the student has at least a 3.0-grade point average or equivalent, or has met alternative criteria established by Board, if any. The principal shall promptly notify the municipal clerk or the board of election commissioners of the municipality that appointed the child as an election official if the child no longer has at least a 3.0-grade point average or the equivalent, or no longer meets the

established alternative requirements. A student's absence to serve as an election official under this policy shall be treated as an excused absence. Where possible students are encouraged to provide advance notice as much as possible. Students are responsible for completing any missed school work and responsible for making appropriate arrangements to do so.

A student may be excused from school, as determined by the School Attendance Officer, or the School Attendance Officer's designee, for the following reasons:

(x) Quarantine

Quarantine of the student's home by a public health officer.

~~**(-) Illness of an Immediate Family Member**~~

~~**The illness of an immediate family member.**~~

-

~~**(-) Emergency**~~

~~**An emergency that requires the student to be absent because of familial responsibilities or other appropriate reasons.**~~

-

~~**(-) Work at Home Due to Absence of Parents**~~

~~**To work at home due to the absence of the student's parents. Absences under this section shall not exceed _____ () days nor be granted to any student younger than _____ () years of age.**~~

-

~~**(-) Severe Weather Conditions**~~

~~**In the parent's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.**~~

(X) Sounding Taps

A student in grades 6-12 may be excused for the purpose of sounding "Taps" during military honors funeral for a deceased veteran.

Parent Communication

It is the expectation that the parent/guardian initiates communication with school personnel within 48 hours of the absence to verify the absence.

Unexcused Absences

Unexcused absences are absences from school for part or all of one (1) or more days from school without an acceptable excuse. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter. The District Administrator shall develop administrative guidelines to address unexcused absences.

Definitions

A. Truancy

A student will be considered truant if the student is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute 118.15, Wis. Stats., will also be considered truant.

B. Habitual Truant

A student will be considered a habitual truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

C. Part of a School Day

Part of a school day is any time period within a school day, which is from the time the first class period of that day begins until the end of the last class period of that day.

Tardiness/Late Arrival and Early Dismissal

It is necessary that a student be in attendance throughout the school day, or as required by the student's virtual instruction program, in order to benefit fully from the educational program of the District. Unless excused per this policy, tardiness, or

late arrival, occurs when a student arrives at the student's registered class location after the courses scheduled start time. Unless excused, early dismissal occurs when a student leaves the student's registered class location prior to the end of the class period or the end of the school day. Tardiness and early dismissal can occur more than once per day. Tardiness and early dismissal constitute being absent for part of a school day.

The Board recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written or personal request of the student's parent, who shall state the reason for the tardiness or early dismissal. Justifiable reasons shall be determined by the School Attendance Officer.

No student shall be released to anyone who is not authorized such custody by the parents.

Partial and Full Day Absence

Per the Wausau School District:

One-Half Day of School Absence: Arriving at or leaving school and missing thirty (30) minutes or more of either the morning or the afternoon session at the elementary level and missing 50% of the instructional day at the secondary level. Attendance at the secondary level is taken by class period. Missing ten (10) minutes of a class period constitutes an absence for that class period.

Full Day of School Absence: Three-fourths (3/4) of the instructional day at the secondary and elementary level is considered a full day absence.

Truancy

A student will be considered truant if s/he is absent part or all of one (1) or more days from school during which the School Attendance Officer, principal, or a teacher has not been notified of the legal cause of such absence by the parent of the absent student. A student who is absent intermittently for the purpose of defeating the intent of the Wisconsin Compulsory Attendance Statute Sec. 118.15, Wis. Stats. will also be considered truant.

A student will be considered a habitual truant if s/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.

Designated school staff will consistently review student attendance records and attempt to actively engage the student and parent/guardian when attendance concerns are identified. The following actions may be utilized, but not limited to, to support and promote student attendance:

- A. procedures to be followed for notifying the parents of the unexcused absences of a student who is truant or a habitual truant and for meeting and conferring with such parents
- B. plans and procedures for identifying truant children of all ages and returning them to school, including the identity of school personnel to whom a truant child shall be returned
- C. methods to increase and maintain public awareness of and involvement in responding to truancy within the School District
- D. a provision addressing the immediate response to be made by school personnel when a truant child is returned to school
- E. the types of truancy cases to be referred to the District Attorney and the time periods within which the District Attorney will respond to and take action on the referrals
- F. plans and procedures to coordinate the responses to the problems of habitual truants, as defined under Sec. 118.16(1)(a), Wis. Stats., with public and private social services agencies and law enforcement
- G. methods to involve the truant child's parent in dealing with and solving the child's truancy problem

Notice of Truancy

The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. The notice under this paragraph shall be given before the end of the second school day after receiving a report of an unexcused absence. The notice may be made by electronic communication, personal contact, telephone call, or 1st class mail, and a written record of this notice shall be kept. This notice must be given every time a student is truant until the student becomes a habitual truant.

Notice of Habitual Truancy

When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify the parent of the habitually truant student by an electronic communication. The notice must contain the following:

- A. a statement of the parent's responsibility under State law to cause the student to attend school regularly;
- B. a statement that the parent or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
- C. a request that the parent meet with the appropriate school personnel to discuss the student's truancy;

The notice shall include the name of the school personnel with whom the parent should meet, a date, time, and place for the meeting, and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent the date for the meeting may be extended for an additional five (5) school days.

- D. a statement of the penalties, under State law or local ordinances that may be imposed on the parent upon failure to cause the child to attend school regularly as required by State law;-
- E. if the student is attending the District through the Open Enrollment Program, each notification shall also inform the parent: (1) that the student's open enrollment may be terminated if the student is habitually truant; and (2) the process described in Board Policy 5113 - Open Enrollment Program (Inter-District), which the parent or student may follow if they believe the student was erroneously marked truant.

The School Attendance Officer will also continue to notify the parent of a habitual truant's subsequent unexcused absences.

Referral to the District Attorney

Truancy cases may be referred to the District Attorney. The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the District Attorney:

- A. met with the student's parent to discuss the student's truancy or attempted to meet with the student's parent and received no response or were refused;
- B. provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy and have curriculum modifications under State law;
- C. evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
- D. conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Note that paragraph A. is not required if the meeting between school personnel, the student, and the student's parent, which was requested in the Notice of Habitual Truancy to the parent, did not occur within ten (10) school days after the Notice was sent. Paragraphs B., C., and D. are not required if appropriate school personnel were unable to carry out the activity due to the student's absences from school.

Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact his/her teachers to determine what course work and examinations must be made-up. Teachers shall have the

discretion to assign substitute course work and examinations. Teachers shall also have the discretion to specify where and when examinations and course work shall be completed, including outside regular school hours. The time for completing the work shall be commensurate with the length of the absence unless extended by the principal based upon extenuating circumstances.

Revised 7/13/20

Revised 6/13/22

Revised 5/8/23

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Legal 7.30(2)(am), Wis. Stats.
 118.15, Wis. Stats.
 118.153, Wis. Stats.
 118.16, Wis. Stats.
 118.162, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of CLASS RANK
Code	po5430 Jon, Katie done - remove drafting note after bd approval
Status	
Adopted	December 9, 2019
Last Revised	May 8, 2023

5430 - **CLASS RANK**

The Board acknowledges that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships, and the University of Wisconsin Guaranteed Admission Program.

The Board authorizes a system of class ranking, by grade point average, for students following the completion of in grade(s) 9, 10, 11, and-12. **Note that grade 11 is mandatory for any District operating a high school for eligible students to participate in the University of Wisconsin System's Guaranteed Admission Program..**

The District Administrator shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a provision for students completing graduation requirements before their class;
- B. a system for makeup courses;
- C. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- D. (X) whether the GPA will be unweighted or will use weighting for certain classes in recognition of the heavier burden of certain work, classes, courses, etc., and if weighted, a description of the criteria and classes afforded different weight; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship, in addition any high school with fewer than eighty (80) students must use an unweighted average on a 4.0 scale to qualify their students for the Academic Excellence Scholarships.]**
- E. the subjects, if any, that are excluded from ~~to be included in~~ the GPA; **[DRAFTING NOTE: The Wisconsin Academic Scholarship Program requires that the highest GPA(s) be determined including all subjects.]**
- F. how pass/fail grades are calculated in the GPA; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**
- G. how grades from study abroad, alternative, and home schools are calculated in the GPA; **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**
- H. how grades from another country earned by students are calculated in the GPA. **[DRAFTING NOTE: This is a required covered item for the Academic Excellence Scholarship.]**

The class rank for students completing 11th grade shall be based on the GPA calculated pursuant to this policy and shall identify students in the top five percent (5%) and the top ten percent (10%) of the class. Once the class rank is established, the District Administrator shall notify each student ranked in the top ten percent (10%) of their ranking in either the top five percent (5%) or ten percent (10%) of the class and shall note the applicable ranking on the student's transcript as of the completion of grade 11.

Grade point average for purposes of the Wisconsin Academic Scholarship program will be calculated using the determinations made in this policy and in Policy 5451.01 – Wisconsin Academic Excellence Scholarship.

~~[] A system using GPA and other factors may be established by the District Administrator for the purpose of identifying the student(s) afforded cum laude honors. The system may consider GPA, extra-curricular activities, leadership roles, and other factors in determining honors under this section. No criteria may be based on any discriminatory or otherwise unlawful criteria.~~

T.C. 5/8/23

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Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460 Jon, Katie Done
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student must earn twenty-three (23) credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3.5 credits
Health	0.5 credits
Physical Education	1.5 credits
Personal Financial Literacy	0.5 credits (Class of 2028 and beyond)
Electives	7.5 credits (7.0 credits for Class of 2028 and beyond???)

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.

In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, ~~SS~~ PI 18.03 and PI 18.04.

Graduation Credit as a Middle School Student

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

At the completion of the course, parents and students will be notified of the grade for the course at which time they must decide if the student desires to receive high school credit and have it become part of the permanent high school transcript, or if the student desires to have the course listed only on the middle school transcript. Parents must complete appropriate District documentation no later than the third Friday in June. Once the parent response is recorded, the decision becomes final. The grade earned in such courses shall be included in the student's high school grade point average. (This the from the current policy 5514)

When classes are held at the high school, appropriate transportation shall be arranged by the student's parent/guardian prior to a student being enrolled in an approved course at the high school.

The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

Alternative Education Diploma

The Board authorizes the District Administrator to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451)

The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

Students With Disabilities

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements). (see Policy 5460.01)

[x] GED Option 2 Program (GEDO #2)

An alternate path to a District diploma is the completion of the high school's GED Option 2 program. This program has strict enrollment requirements and allows a student who is at least seventeen (17) years of age to work towards successful completion of the GED testing program. Once the student completes all of the requirements, the student is awarded a District diploma *from his or her school of record* and is eligible to participate in the subsequent graduation ceremony. Participation in this program is contingent upon DPI approval of the District's program and compliance with the requirements of Wis. Admin Code PI 5.

~~{END OF GEDO #2 OPTION}~~

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Review

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

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Legal 115.28, 118.30, 118.33, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of ACADEMIC HONESTY
Code	po5505 Jon, Katie, Julie. Done
Status	
Adopted	March 11, 2024

5505 – ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty expectations erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student learns the skills being taught, and is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in ~~all its forms~~ any manner.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results ~~from~~ that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment ~~(-)~~ (See Policy ~~7540.08 – Artificial Intelligence (AI)~~);
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage;
- L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

x-Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. **(x-)** (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Staff ~~Faculty~~ and Administration have the responsibility for monitoring students' work for compliance with this policy.

All teachers, beginning in the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Repeated violations of this policy will result in additional disciplinary consequences, up to and including suspension and expulsion.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the Director of Pupil Services whose decision shall be final.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

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Legal 118.01, 118.164, 120.12, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610 Jon, Katie, Wendy. DONE
Status	
Adopted	December 9, 2019
Last Revised	June 10, 2024

5610 - SUSPENSION AND EXPULSION

The Board recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules. ~~(x-)~~ The Board supports utilizing developmentally appropriate interventions and supports rather than exclusionary discipline for students in second grade or below. ~~[END OF OPTION]~~

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The District Administrator, any principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, ~~or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats. (x-) Students identified with a disability may be suspended in accordance with AG 5605 — Disciplining Students with Disabilities. [END OF OPTION]~~

The suspension must be reasonably justified based upon the grounds authorized under ~~Sec.~~ 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or Board member of the District in which the student is enrolled.

The District Administrator, any principal, or a teacher designated by the District Administrator shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of ~~the~~ student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with an administrator, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the designated administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The administrator shall make a finding within fifteen (15) days of the conference.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the District Administrator who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the District Administrator to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

The District Administrator may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the District Administrator will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of ~~See~~ 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

In matters relating to the disciplining of students with disabilities, the Board shall abide by Federal and State laws.

The District Administrator shall establish administrative guidelines and ensure they are properly implemented when disciplining any student with disabilities.

x- ADMINISTRATIVE GUIDELINES

The District Administrator shall develop administrative guidelines to implement this policy, which shall include, at a minimum:

- A. strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;
- B. procedures that ensure compliance with State and Federal law including, but not limited to, due process rights;
- C. provision for completing school work when appropriate;
- D. reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.

T.C. 5/8/23

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Legal	119.25, Wis. Stats.
	120.13, Wis. Stats.
	18 U.S.C. 921(a)(3)
	20 U.S.C. 7151
	42 U.S.C. 11431 et seq.

Book	Policy Manual
Section	Policies for the Board, 33-2
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Last Revised	May 8, 2023

5771 - **SEARCH AND SEIZURE**

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at the discretion of the Principal of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, associate principals, and/or building administrative designee.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies an admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Administrator shall attempt to obtain the freely-offered, consent, in writing if

possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. **(X)** Whenever feasible, the Administrator may secure the assistance of a school resource officer in conducting searches. ~~**[END OF OPTION]**~~

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by ~~a school administrator~~ an Administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an ~~administrator~~ Administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, ~~a school administrator~~ an Administrator may proceed with the search. An ~~administrator~~ Administrator may contact the ~~police liaison~~ school resource officer or law enforcement agency for assistance in conducting a search.

~~Except as provided below, a request for the search of a student or a student's possessions will be directed to the Principal. The Principal shall attempt to obtain the freely offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, they may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.~~

~~Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.~~

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. ~~t~~The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant;:-
- B. ~~t~~The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog;:-
- C. ~~t~~The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The ~~P~~principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement. The administrator is responsible for contacting guardian following the search, including substances or objects found.

The District Administrator shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

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Legal

118.32, Wis. Stats.

118.325 Wis. Stats.

118.45, Wis. Stats.

948.50, Wis. Stats.

Wisconsin Const. Art. 1 Section 11

U.S. Constitution, 4th Amendment

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of USE OF CREDIT CARDS - done
Code	po6423 Josh done
Status	
Adopted	December 9, 2019

6423 - **USE OF DISTRICT CREDIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall be paid for by credit card. ~~Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal.~~ The credit card may never be used to purchase alcohol or personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board directs the District Administrator to determine and specify those employees authorized to use District credit cards. The District Administrator shall be responsible for giving direction to and supervising such employees' use of District credit cards.

X] The District Administrator shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.

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Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
Code	po7540.05 Ralph, Wendy - Done.
Status	
Adopted	December 9, 2019

7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

Each IEP team must include in their deliberations consideration of whether the use of assistive technology devices and services to aid students with disabilities is appropriate for each specific student. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology devices and services when deemed necessary.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability. The term does not include a medical device that is surgically implanted, or the replacement of such device.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices. Assistive technology services include:

- A. the evaluation of needs including a functional evaluation, in the child's customary environment;
- B. purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices;
- C. selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices;
- D. coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs;
- E. training or technical assistance for a child with disabilities, or where appropriate that child's family;
- F. training or technical assistance for professionals (including individuals providing education and rehabilitation services), employers or other(s) who provide services to employ, or are otherwise, substantially involved in the major life functions of that child.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

Assistive technology used in conjunction with a student's Individual Education Plan (IEP) shall be used with any external communication or recording function disabled, except as provided for in the student's IEP.

The Board designates the District Administrator and the Director of Technology and Media Services as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of assistive technology and services in the District.

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Legal

Individuals with Disabilities Education Act (IDEA), as amended
20 U.S.C. 1401
Section 504 Rehabilitation Act of 1973
Assistive Technology Act (P.L. 105 – 394) 1998

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of USE OF SOCIAL MEDIA
Code	po7544 Diana Done
Status	
Adopted	March 14, 2022
Last Revised	June 10, 2024

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents, staff (including District-approved volunteers), and the general public. Social media is defined in Bylaw 0100 - Definitions.

The District Administrator is charged with designating the District-approved social media platforms/sites, which shall be listed on the District's website.

In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District-level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication and welcomes public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use ~~of~~ the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post information or announcements to a District social media

platform, the staff member may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Expected Standards of Conduct on District-Approved Social Media

Employees and District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents/guardians, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees and volunteers are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). ~~() Identification of a student in any () social media post () publication and/or social media post [END OF OPTION] from the District must be approved by the parent in advance. [END OF OPTION]~~ Any postings by District employees that identify students must be consistent with Policy 1213/Policy 3213/Policy 4213 - Student Supervision and Welfare.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members'/volunteers' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A –Public Records)

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees and District-approved volunteers are permitted to use District technology resources (as defined in Bylaw 0100 - Definitions) to access social media for personal use during breaks, mealtimes, and before and after scheduled work hours.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during breaks and mealtimes.

Employees and District-approved volunteers are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with their ability to effectively perform their job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

Revised 5/8/23

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of STUDENT MENTAL HEALTH SERVICES
Code	po8395 Wendy (WEC-DONE)
Status	
Adopted	December 14, 2020

8395 - **STUDENT MENTAL HEALTH SERVICES**

The Board understands the importance of both physical and mental health in supporting all students to reach their fullest educational and personal potential. Providing mental health services to students in the school allows those students that need such services to access them without disrupting their educational pursuits and to provide access to the greatest number of students possible.

The District will assist in facilitating students' access to mental health services ("Services"), when appropriate through the Pupil Services Department and in conjunction with Marathon County Mental Health Consortium and from licensed agencies at the school. These Services are intended to provide support to a student in a way that minimizes intrusion into the student's day and are not intended to replace services provided by a teacher, paraprofessional, or any other staff member. Further, unless otherwise determined by an IEP team, Services are not to be considered a related service necessary for the provision of a free appropriate public education under the Individuals with Disabilities Education Act. The provision of Services will be governed by agreement between the District and the licensed agency and will be subject to the provisions therein as well as the procedures set forth below.

School District Mental Health Professionals

The Pupil Services Department is available to assist students with mental health concerns, including providing Services within the scope of the staff members professional abilities and/or licensure.

Pupil Services shall maintain information regarding community-based and other types of mental health resources available for students who require more intensive Services or who suffer from more acute or chronic conditions. School staff shall coordinate with and collaborate with outside providers to provide continuity of services in and out of school. All Services provided by and/or coordinated by Pupil Services shall be available to students who participate only on a voluntary basis.

Any staff member who, in the course of providing mental health services to a student shall report any circumstances giving rise to suspicion that the student has been or is the victim of abuse or neglect (See Policy 8462 – Child Abuse and Neglect) or hears of a threat of violence that the staff member believes in good faith presents imminent danger (See Policy 8462.01 – Threats of Violence).

Coordination of On-Site Services (Face-to-Face and/or Virtual)

Where appropriate, Pupil Services may, in consultation with the student's building administration, provide access for on-site and/or virtual delivery of Services by independent, appropriately licensed and authorized, professionals subject to the following requirements:

- A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the District Administrator prior to commencing services. The Agreement shall specify the term of the Agreement, the amount of time intended to be spent on site, and all financial necessities.
- B. All individuals providing Services must have on file with the District the following: (a) appropriate licensure and other required professional credentials; (b) evidence of appropriate insurance coverage; (c) completed and satisfactory criminal background check results and required State health information. All items on file with the District prior to commencing Services.
- C. To be eligible to receive Services at school, students must have a signed Waiver and Indemnification Agreement and Consent for Release of Information on file with the District specifying the organization's plan for frequency of

services, schedule for Services at school, and specifying any financial arrangements involved between the provider, the student, and/or the student's parents. This agreement will also stipulate the District's responsibility to provide a Free and Appropriate Public Education (FAPE) for students with Individualized Education Plans (IEPs) so that services are consistent with the District's requirements.

- D. Services provided during class time must be approved by the teacher or building principal in consultation with the teacher. No such services shall be provided in class unless expressly approved by the teacher and District Administrator, and only in such a fashion that no other student's privacy rights, record information, or educational interests are adversely impacted.
- E. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.
- F. The District may refuse access to school facilities to any individual or agency for violating any expectations. No District officials shall advocate for students to receive services from any specific provider or agency, but may provide referrals, or information concerning resources available to students.
- G. All providers are expected to adhere to Board policies while on school grounds and providing services to students.

Establishing a School Site Clinic

The Board authorizes the District Administrator to pursue opportunities for establishing a permanent on-site clinic or agency mental service operations through comprehensive agreement with third party organizations that are organized for the purpose of providing outpatient mental health services, specializing in child and adolescent Services. Such arrangements shall specify all requirements described above (for coordination of on-site services), and include details concerning the duration of the agreement, whether the agreement involves exclusive presence, and if so, what provisions are made to accommodate current students presently receiving services on-site from a different provider, and all financial commitments required of both parties.

No such arrangement may be finalized and/or commenced until such time as the agreement is approved by the Board.

Complimentary Services

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources.

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Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of FOOD SERVICES Josh Karen
Code	po8500 Done
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

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~~ United States Department of Agriculture (USDA) School Breakfast Program.

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 school meal pattern requirements ~~of the United States Department of Agriculture (USDA)~~ and the USDA's 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 provided and 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 USDA and the United States Department of Health and Human Services; and
- C. consult and incorporate the USDA's Smart Snacks in School nutrition guidelines.

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 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in Board Policy 8540 - Vending Machines.

The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report to the Board at one of its regular meetings, annually, regarding the District's compliance with the standards. ~~(?) The District Administrator shall assure that the District's vendors and/or Food Service Management Contractor is provided a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines. [END OF OPTION]~~

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

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information ~~()~~ and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs **[End of Option]**:

- A. an explanation of how the student's physical or mental impairment restricts the diet;
- B. the food(s)/type(s) of foods to be avoided;
- C. the food(s)/type(s) of foods to be substituted;
- D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the special dietary accommodation coordinator or food service director shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to **(X)** the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator ~~()~~ the Special Dietary Accommodation Coordinator. **[End of Options]** ~~[insert name, address, phone, email address.]~~ **[DRAFTING NOTE—at least one person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]** insert Karen's info here

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (<https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf>) ~~()~~ or upon request to the District's Food Service Director or Special Dietary Accommodation Coordinator **[END OF OPTION]**.

~~Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received, from a health care provider with prescriptive authority in the State of Wisconsin, medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b.~~

The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability ~~medical condition~~ that restricts the student's diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The School District will honor the request for ~~thirty(30) school days. Within thirty(30) school days after receiving the initial request, a health care provider with prescriptive authority in the State of Wisconsin must submit medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. Part 15b. The substitutions may be discontinued until such medical certification is received.~~ upon receipt of the required documentation from a State authorized medical authority. If the Special Dietary Accommodation Coordinator is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

~~To qualify for such substitutions the medical certification must identify:~~

- A. ~~the student's medical condition or symptoms of a condition that restricts one (1) or more major life activity or function;~~
- B. ~~an explanation of how the condition or symptom affects the student's diet; and~~
- C. ~~the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula);~~

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability.

None of the procedures described in this policy section shall prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

- A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the () Building Principal () ~~District's Compliance Coordinator () District Administrator ()~~ **[End of Options] [DRAFTING NOTE: the grievance procedure can be designed as appropriate for each District]** and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed () ~~the decision is final ()~~ the decision may be appealed to the District Administrator whose decision is final () ~~the decision is final ()~~ **[End of Options]**.
- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or District Administrator for review. The administrator's determination shall be final.

Modifications Based on Noncompliant Medical Requests

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.

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Director or Special Dietary Accommodation Coordinator shall review the request to ensure it is supported as required by Federal law and District policy and if not, shall request additional or clarifying information from the student or parent making the request.

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's disability. Following USDA Child Nutrition Program regulations, the School District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

For students who have an IEP or 504 plan that requires specific food-related accommodations, the School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

A special dietary request will be approved and implemented upon submission of a completed authorized Medical Statement.

Notification

~~Parents will be notified of clarifications needed or approval of a special dietary request.~~

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent shall contact the ~~Food Service Director or~~ Special Dietary Accommodation Coordinator by 9:00 a.m. the same day.

Renewing A Special Dietary Request

An authorized Medical Statement does not need to be updated annually. However, the ~~Food Service Director or~~ Special Dietary Accommodation Coordinator may annually seek clarification or updates on special dietary requests.

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the ~~Food Service Director or~~ Special Dietary Accommodation Coordinator or shall be discontinued consistent with the medical authorities recommendation provided with the Medical Statement for Special Dietary Needs.

~~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 District Contracted Auditor. Any surplus funds from the National School Lunch Program shall be used ~~in a manner permitted by law~~ to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the District Administrator. 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 a 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—Competitive Food Sales. Foods and beverages unassociated with the food service program may be vended in accordance with the rules and regulations set~~

~~The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.~~

~~The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually forth in Board Policy 8540—Vending Machines.~~

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: ~~https://www.usda.gov/sites/default/files/documents/USDA_OASCR%20P-Complaint_Form_0508_0002_508_11_28_17Fax2Mail.pdf~~ <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

This institution is an equal opportunity provider.

Revised 2/14/22
T.C. 11/14/22

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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, 33-2

Title Revised Policy - Vol. 33, No. 2 - WELLNESS Done KF

Code po8510

Status

Revised Policy - Vol. 33, No. 2

8510 - WELLNESS

As required by law, the Board establishes the following wellness policy for the Wausau _____ School District as a part of a comprehensive wellness initiative.

Policy Preamble

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition choices to:

- A. promote nutrition education with the objective of improving students' health ~~and reducing childhood obesity~~;
- B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;
- C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health ~~and reducing childhood obesity~~;
- D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;
- E. promote the health and wellness of students and staff through other school based activities.

Wellness Policy Leadership

Policy Leadership

[DRAFTING NOTE: At a minimum, schools/districts must establish wellness policy leadership of one or more school official(s) who have the authority and responsibility to ensure each school complies with the policy.]

[Choose One of the Following but the First Option is Recommended:]

The District Administrator ~~will oversee the development, implementation, and evaluation of the wellness procedures~~ shall implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy and is authorized to designate a staff member or members with responsibility to assure that wellness initiatives are followed in the District's schools.

The designated official for oversight of the wellness policy is Director of School Nutrition Services_____ **[Insert Name/Title]**. ~~() The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.~~

~~()~~ Each school shall designate a site coordinator who shall ensure compliance with the policy.

Required Public Involvement

The District Administrator shall obtain the input of District ~~stakeholders, to include~~ collaborators to participate in the development, implementation, and periodic review and update of the policy. The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, ~~School-Board members, members of the public, medical/health care professionals, and other school administrators in the development, implementation, evaluation, and periodic review and update, if necessary, of the wellness policy.~~ ~~()~~ School-level health advisory or wellness committees may assist in the planning and implementation of these Wellness initiatives.

[DRAFTING NOTE: When establishing a school wellness committee, many names of the committee may be used. The school/District should determine which is appropriate. Common names include: School Wellness Committee, School Health Advisory Council, and Coordinated School Health Team.]

~~(X-)~~ District ~~()~~ School ~~[END-OF-OPTION]~~ Wellness Committee

[DRAFTING NOTE: There is no requirement related to the inclusion of policy language regarding the formation of a Wellness Committee. However, this practice is strongly encouraged.]

Committee Formation

[Choose One of the Following Options If Forming a Wellness Committee. Note: If the Board approves the formation of a Wellness Committee, as per this policy, any meetings of the committee must follow the Open Meetings law requirements.]

[Option #1]

~~()~~ A Wellness Committee shall be formed and maintained to oversee the activities set forth in this policy. The Committee shall meet annually to review nutrition and physical activity policies and to develop an action plan for the coming year. The Committee shall meet no less than _____ **[Insert Number]** times during the school year to discuss the implementation of the established activities and address any barriers and challenges. The Committee shall report annually to the Board on the implementation of the policy and any recommended changes or revisions. The Board will adopt or revise policies based on the Committee's recommendations.

[Option #2]

~~()~~ The District shall convene a Wellness Committee that meets at least _____ **[Insert Number]** times during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update of this Wellness Policy.

[Option #3]

(X) To assist in the creation of a healthy school environment, the District shall establish a Wellness Committee that will provide an ongoing review and evaluation of the Wellness Policy. The Committee shall meet no less than 1 **[Insert Number]** times during the school year to implement, assess and review, and make recommendations for changes to the Wellness Policy.

[END-OF-OPTIONS]

(X) Committee Representatives

[DRAFTING NOTE: At a minimum, the school/District must allow the public to participate in the development, implementation, periodic review, and updating of the Wellness Policy. While there is no requirement to identify specific members of the Committee, this practice is strongly encouraged.]

The District shall invite a diverse group of ~~stakeholders~~ collaborators to participate in the development, implementation, and periodic review and update of the Wellness Policy.

~~Stakeholders~~ Collaborators may include:

- A. **(X)** administrator(s)

- B. Board member(s)
- C. classroom teacher(s)
- D. physical education teacher(s)
- E. school food service representative(s)
- F. school nurse(s)
- G. community member/parent(s)
- H. student(s)
- I. medical/health care professional(s)
- J. nutrition and/or health education teacher(s)
- K. school counselor(s)
- L. local business representative(s)
- M. Other: _____

Nutrition Standard for All Foods/~~School Meal Programs/Standards and Guidelines for School Meal Programs~~

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

School Meal Programs

Standards and Guidelines for School Meal Programs

[DRAFTING NOTE: At a minimum, all schools must include the first response to be in compliance with the USDA final rule on wellness policies.]

- A. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. (<https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart>) **[DRAFTING NOTE: The policy shall include a link to USDA meal pattern requirements or list them individually.]**
- B. Drinking water is available for students during mealtimes.
- C. All schools in the District participate in USDA child nutrition programs, including NSLP, SBP, FFVP, SMP, SFSP, AFSP _____ **[Insert program names; e.g. NSLP, SBP, FFVP, SMP, SFSP].**
- D. All meals are accessible to all students.
- E. Withholding food as a punishment shall be strictly prohibited.
- F. All meals are appealing and attractive and served in clean and pleasant settings.
- G. When drinking fountains are not present in the cafeteria, water cups/jugs are available.
- H. Students are provided at least _15_____ **[Insert Number; recommended 10]** minutes to eat breakfast and at least _20_____ **[Insert Number; recommended 20]** to eat lunch after being seated.
- I. All school campuses are "closed" meaning that students are not permitted to leave the school grounds during the school day.
- J. Lunch shall be scheduled following recess for elementary students.
- K. Lunch shall be served between 11 am - 1 pm—_____ **[Insert time; recommended 11am-1pm].**

- L. Menus shall be posted on the District website and will include nutrient content.
- M. Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- N. All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
- O. Other: _____

School Meal Program Participation

[DRAFTING NOTE: If you would like to include language related to the promotion of school meal programs, select responses below.]

The District:

- A. shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;
- B. shall allow students the opportunity to provide input on menu items;
- C. shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings;
- D. shall explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.
- E. Other: _____

Standards for Foods and Beverages Sold Outside of School Meals

[DRAFTING NOTE: At a minimum, all schools/districts must select the first response to be in compliance with the USDA final rule on wellness policies. Schools/Districts may establish standards more strict than USDA. If this is the case, select an alternative response.]

All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart

- A. Snacks) rule. <https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf>
[DRAFTING NOTE: The policy should include a link to the USDA Smart Snacks standards or list individually.]
- B. ~~All food and beverages sold to students during before and after school programs shall meet the USDA Smart Snack nutrition standards.~~
- C. ~~No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. shall be sold to students during the school day regardless of their compliance with the USDA Smart Snacks standards.~~
- D. ~~The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.~~
- E. ~~Other: _____~~

Foods Offered/Provided but Not Sold

[DRAFTING NOTE: USDA has not set forth standards related to foods offered/provided, but not sold, to students. However, they have mandated that schools establish their own standards. To meet this requirement, districts/schools must select one option or write your own.]

- A. ~~All foods offered on the school campus shall meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.~~
- B. The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. Non-food celebrations will be promoted and a list of ideas is available.
- C. ~~All foods and beverages offered on the school campus, including those provided at celebrations, parties, or part of classroom snacks, will adhere to the District standards as established below.~~

- D. Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior.
- E. Celebrations that involve food will be limited to [Insert Number] (e.g. one per month).
- F. Non-food celebrations will be promoted and a list of ideas is available to staff and family members.
- G. Other: _____

[DRAFTING NOTE: If the District has established their own standards for schools allowed at parties, celebrations, snacks, etc. please list the standards below.]

- A. _____
- B. _____
- C. _____

(DRAFTING NOTE: Enter the number of allowed celebrations, if applicable.)

The District School **[END OF OPTION]** allows _____ **[Enter Number]** celebration per classroom per school year. **[END OF OPTION]**

Fund-Raising

[DRAFTING NOTE: Language related to the use of food fund-raisers sold during the school day must be included in your policy. Choosing Option A is suggested to comply with Wisconsin Department of Public Instruction exemption policy. It is recommended that Option A be included. Districts may develop guidelines related to food marketing that are stricter than the Smart Snacks guidelines.]

- A. **Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.**
- B. The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.
- C. Fund-raising during and outside school hours use only non-food fund-raisers, and the District encourages those fund-raisers promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).
- D. Fund-raising during and outside school hours sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.
- E. Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fund-raisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.
- F. The District allows up to _____ **Insert Number, but it cannot exceed the DPI limit of two (2)** exempt fund-raisers per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.
- G. Other: _____

Marketing

[DRAFTING NOTE: USDA requires schools/districts/districts/schools to establish policies for food/beverage marketing. At a minimum, schools/districts/schools may only allow for foods and beverages that meet the Smart Snacks standards to be marketed/advertised. Districts/Schools may adopt stricter guidelines, such as prohibiting the marketing of food companies. As such, it is recommended that option A be adopted or the District/School include its specific statement.]

- A. Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA’s Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes

brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fund-raisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

B. ~~()~~ Other: _____

Nutrition Education

[DRAFTING NOTE: At a minimum, all schools/districts must include at least one goal related to nutrition education.]

- A. ~~()~~ Staff shall integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects.
- B. (X) The primary goal of nutrition education is to influence students' lifelong eating behaviors.
- C. ~~()~~ Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District aims to teach, model, encourage, and support healthy eating by providing nutrition education.
- D. ~~()~~ Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors.
- E. ~~()~~ Nutrition curriculum shall be offered as part of a sequential, standards based program designed to provide students with the knowledge and skills necessary to promote health. Curriculum will place an emphasis on: promotion of adequate nutrient intake, healthy food preparation techniques, food safety, and healthy eating practices based on the Dietary Guidelines for Americans and MyPlate; skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information; and media literacy and the problems associated with food marketing to children.
- F. (X) Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
- G. ~~()~~ Nutrition education shall be incorporated into the Health curriculum and other aspects of the curriculum, including science, math, language arts, and elective courses.
- H. (X) Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.
- I. ~~()~~ Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.
- J. ~~()~~ Nutrition education shall be offered in the cafeteria as well as the classroom with coordination between the foodservice staff and teachers.
- K. ~~()~~ Staff shall integrate at least _____ **[Insert Number]** experiential nutrition education activities in all grade levels. Activities will include gardening, cooking demonstrations, and farm and farmers' market tours.
- L. ~~()~~ All students shall participate in school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden produced foods.
- M. ~~()~~ Staff members responsible for nutrition education will regularly participate in relevant professional development.
- N. ~~()~~ Staff members responsible for nutrition education will regularly participate in relevant professional development.
- O. (X) Schools will provide nutrition education lessons that cover topics such as reading a Nutrition Facts label.
- P. ~~()~~ Nutrition education will provide the knowledge and skills necessary to promote health.
- Q. ~~()~~ Nutrition education shall include enjoyable, developmentally appropriate, and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.
- R. ~~()~~ Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.

- S. ~~()~~ Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.
- T. **(X)** Nutrition education posters, such as the Food Pyramid Guide, will be displayed in the cafeteria.
- U. ~~()~~ The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.
- V. ~~()~~ Nutrition education shall extend beyond the school by engaging and involving families and the community.
- W. ~~()~~ Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age appropriate.
- X. ~~()~~ Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.
- Y. ~~()~~ Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low fat and fat free dairy products.
- Z. ~~()~~ Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.
- AA. **(X)** Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.
- AB. ~~()~~ Nutrition education shall be provided to families via handouts, newsletters, postings on the website, presentations, and workshops.
- AC. ~~()~~ **[other:]** _____
- AD. ~~()~~ **[other:]** _____
- AE. ~~()~~ **[other:]** _____

Nutrition Promotion

[DRAFTING NOTE: At a minimum, all schools/Districts must include at least one goal related to nutrition promotion. Schools/~~districts~~Districts are required to review and consider evidence-based strategies when determining these goals. One of the following must be selected or the District/school must include its own specific goal.]

- A. **(X)** The District is committed to providing a school environment that ~~promotes~~encourages students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.
- B. **(X)** School nutrition services shall use the Wisconsin Team Nutrition Meal Appeal Self-Assessment ([dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/ files/meal-appeal-self-assessment.pdf](http://dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/files/meal-appeal-self-assessment.pdf)) to determine ways to improve the school meals environment.
- C. **(X)** School nutrition services shall implement at least 2 **[Insert Number]** Wisconsin Team Nutrition Meal Appeal techniques at each school.
- D. **(X)** School nutrition services shall purchase at least 5 **[Insert Number]** locally grown/produced products each year.
- E. ~~()~~ School nutrition services shall menu at least **[Insert Number]** local food(s) per month.
- F. ~~()~~ School nutrition services shall offer students school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden produced foods.
- G. ~~()~~ The District shall offer students the ability to participate culinary activities, such as cooking clubs and the Wisconsin Student Chef Competition.
- H. ~~()~~ Other: _____

Physical Activity

[DRAFTING NOTE: At a minimum, all schools/Districts must include at least one goal related to physical activity. Additionally, schools/districts are encouraged to include goals related to physical education.]

- A. Children and adolescents should participate in sixty (60) minutes of physical activity every day. The District shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and State standards for physical education. The District shall also provide opportunities for students to participate in physical activity in addition to physical education.
- B. The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.
- C. ~~The District shall utilize the Wisconsin Department of Public Instruction's Active Schools: Core 4+ resources.~~
- D. ~~The District shall develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components: physical education, recess, classroom-based physical activity, walk to school, and out-of-school time activities.~~
- E. ~~Children and adolescents should participate in sixty (60) minutes of physical activity every day. The District shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and State standards for physical education. The District shall also provide opportunities for students to participate in physical activity in addition to physical education.~~
- F. ~~Physical activity shall should **[END OF OPTIONS]** not be employed as a form of discipline or punishment. Physical activity during the school day shall not be withheld as punishment. **[DRAFTING NOTE: (If applicable, please check this exemption)]** Participation on sports teams may be exempt from this rule if related to failure to meet WIAA or other school codes, e.g. academic or attendance requirements.~~
- G. ~~Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.~~
- H. ~~Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.~~
- I. ~~All students in grades K _____ shall be provided with a daily recess period at least _____ (____) minutes in duration. Recess shall not be used as a reward or punishment. **[NOTE: NASPE's recommendation is that all elementary school students should be provided with at least one daily period of recess for a minimum of twenty (20) minutes.]**~~
- J. Outdoor recess shall be offered weather permitting _____ **[Insert district weather guidelines]**.
- K. ~~Recess monitors/teachers shall encourage students to be active during recess.~~
- L. ~~Teachers shall incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible.~~
- M. ~~Teachers shall offer short (three (3) — five (5) minute) activity breaks throughout the school day.~~
- N. ~~Schools shall provide physical activity opportunities for all students before and after school. Activities include physical activity classes/clubs, physical activity in aftercare, intramurals, and varsity sports.~~
- O. ~~District facilities shall be made available to students and community members **[Insert additional information, for example times/dates of open gym]**.~~
- P. ~~Opportunities to participate in physical activity shall be promoted throughout the school via _____ **[Specify media, e.g., school announcements, newsletters, flyers]**.~~
- Q. The District shall support active transport to and from school by engaging in the following activities (**check those that apply below**):
1. ~~Designation of safe or preferred routes to school.~~
 2. Promotional activities such as participation in International Walk to School Week, National Walk, and Bike to School Week.

- 3. Secure storage facilities for bicycles (e.g., bike racks, shed, fenced area).
 - 4. Instruction on walking/bicycling safety provided to students.
 - 5. Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper.
 - 6. Crossing guards are used.
 - 7. Crosswalks exist on streets leading to schools.
 - 8. Walking school buses are used.
 - 9. Creation and distribution of maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).
- R. The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.
 - S. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.
 - T. ~~In addition to planned physical education, the school shall provide age appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs. **NOTE: This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).**~~
 - U. All students in grades _____ shall have the opportunity to participate in extra-curricular activities and intramural programs that emphasize physical activity.
 - V. All students in grades ____ 12 shall have the opportunity to participate in interscholastic sports programs.
 - W. Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.
 - X. All before/after school programs shall provide developmentally appropriate physical activity for the students who participate.
 - Y. Schools shall discourage extended periods of student inactivity, without some physical activity.
 - Z. **[other:]** _____
 - AA. **[other:]** _____
 - AB. **[other:]** _____

Physical Education

- A. A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.
- B. The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.
- C. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.
- D. All District elementary students in each grade shall receive at least __60__ **[Insert Number]** minutes of physical education per week throughout the school year.
- E. All District elementary students in each grade shall have physical education a minimum of three (3) times per week.
- F. All District middle school students in each grade shall receive at least _100__ **[Insert Number]** minutes of physical education per week throughout the school year.

- G. ~~()~~ All District middle school students are required to take the equivalent of one (1) academic year of physical education.
- H. ~~()~~ All District high school students in each grade shall receive at least _____ **[Insert Number]** minutes of physical education per week throughout the school year.
- I. **(X)** All-District high school students are required to receive at least 1.5 credits of physical education prior to graduation unless the District allows for the substitution of 0.5 credit per Policy 5460 - Graduation Requirements.
- J. **(X)** Waivers, exemptions, or substitutions for physical education classes are not granted. **[DRAFTING NOTE: Choice of this option must be consistent with Policy 5460 - Graduation Requirements.]**
- K. ~~()~~ Students shall be moderately to vigorously active for at least 50% of class time during all physical education class sessions.
- L. ~~()~~ Planned instruction in physical education shall promote participation in physical activity outside the regular school day.
- M. ~~()~~ All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-____ students and at least 225 minutes per week for students in grades ____-12.

[NOTE: The National Association for Sport and Physical Education (NASPE) defines a quality physical education program in the terms and minutes specified above.]

- N. **(X)** The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.
- O. **(X)** Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.
- P. **(X)** The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
- Q. **(X)** The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.
- R. ~~()~~ Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.
- S. **(X)** Teachers properly certificated/licensed in the subject area of physical education shall provide all instruction in physical education. All physical education classes are taught by licensed teachers who are certified to teach physical education.
- T. ~~()~~ Professional development opportunities should focus on the physical education content area. Physical education staff shall receive professional development on a yearly basis.
- U. **(X)** All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.

[NOTE: NASPE includes this option in the definition of a quality physical education program.]

- V. ~~In health education classes, the District shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.~~
- W. ~~()~~ Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
- X. ~~()~~ Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.
- Y. ~~()~~ Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

- Z. ~~()~~ Planned instruction in physical education shall include cooperative as well as competitive games.
- AA. ~~()~~ Planned instruction in physical education shall take into account gender and cultural differences.
- AB. ~~()~~ ~~[other:]~~ _____

Other School-Based Strategies for Wellness: Activities That Promote School Wellness

[DRAFTING NOTE: At a minimum, all schools/Districts must include at least one goal related to other school-based wellness activities.]

- A. ~~()~~ The District will offer _____ **[Insert Number]** family focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.
- B. **(X)** Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
- C. ~~()~~ The District supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well being.
- D. **(X-)** As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.
- E. **(X)** Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.
- F. ~~()~~ Staff is strongly encouraged to model healthful eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum.
- G. ~~()~~ Staff is not permitted to eat or drink out of branded packaging in front of children (e.g., coffee containers with specific company logos).
- H. **(X)** The school ~~()~~ shall **(X)** may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.
- I. ~~()~~ The schools ~~()~~ shall ~~()~~ may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
- J. ~~()~~ Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.
- K. ~~()~~ Other: _____

Staff Wellness

The District will implement the following activities below to promote healthy eating and physical activity among school staff.

- A. **(X)** An organized wellness program shall be available to all staff.
- B. ~~()~~ Application of Smart Snacks nutritional standards for foods and beverages in vending machines available to staff members.
- C. **(X)** Educational activities for school staff members on healthy lifestyle behaviors.
- D. ~~()~~ Distribution of an employee health newsletter to promote healthy behaviors.
- E. ~~()~~ Organization of employee physical activity clubs.
- F. ~~()~~ Establishment of peer support groups for weight management, stress management, tobacco use cessation, family guidance, and other identified issues.
- G. ~~()~~ Administration of flu shots at school.

- H. ~~()~~ Periodic screening at school for blood pressure, blood cholesterol, body mass index, and/or other health indicators.
- I. **(X)** Annual administration of individual health-risk appraisals to help staff members establish personal health-improvement goals.
- J. ~~()~~ Encouragement of staff members to set medical appointments for screening for cancer, heart disease, diabetes, and other diseases.
- K. ~~()~~ The District shall offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom.
- L. ~~()~~ Other: _____

Community Engagement

- A. **(X)** The District shall work with community partners, including hospital, clinics, UW-Extension _____ **[Insert list, e.g. hospital, university, county health department, etc.]** to support District wellness.
- B. ~~()~~ The District shall offer _____ **[Insert Number]** family focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.
- C. **(X)** The District shall inform and invite parents to participate in school-sponsored activities throughout the year.
- D. **(X)** The District shall actively inform families and the public about the content of and any updates to the policy through website _____ **[Insert Channels of Communication: website, newsletter, mailing, etc.]**.
- E. ~~()~~ The District shall provide information on how the public can participate in the school wellness committee on an annual basis.
- F. ~~()~~ Other: _____

Additional Strategies for Consideration:

- A. ~~()~~ The schools shall provide at least _____ () minutes daily for students to eat.
- B. ~~()~~ The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.
- C. **(X)** The school shall provide attractive, clean environments in which the students eat.
- D. ~~()~~ Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water in the classroom.
- E. ~~()~~ Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.
- F. ~~()~~ Schools () may () shall limit the number of celebrations involving serving food during the school day to no more than _____ () party(ies) per class per month.
- G. **(X)** The schools ~~() shall (X)~~ may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.
- H. **(X)** Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
- I. ~~()~~ Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- J. ~~()~~ **[other:]** _____
- K. ~~()~~ **[other:]** _____

[X] Furthermore, with the objectives of enhancing student health and well being, ~~and reducing childhood obesity,~~ the following guidelines are established:

- A. In accordance with Policy 8500, ~~entitled~~ Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. As set forth in Policy 8531, ~~entitled~~ Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

All foods available on campus during the school day shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, from vending machines, for classroom parties, or at holiday celebrations.

- C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well, regardless of unpaid meal balances without stigma.
- D. The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of foods with minimal nutritious value.
- E. Beginning with _____ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA nutrition guidelines, including foods available to students as classroom snacks, from vending machines for fund raisers, for classroom parties, or at holiday celebrations.
- F. All foods available on campus at any time shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school related event.

G. The school food service program may shall involve

- students,
- parents,
- staff,
- school officials

in the selection of competitive food items to be sold in the schools.

- H. Any food items sold on campus ~~[END OF OPTION]~~ as a fund raiser shall meet the current USDA nutrition guidelines.
- I. The school shall prepare and distribute to staff, parents, and after school program personnel a list of snack items that comply with the current USDA nutrition guidelines.
- J. Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA nutrition guidelines.
- K. The food service program shall be administered by a qualified nutrition professional.
- L. The food service program shall be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.
- M. All food service personnel shall receive pre-service training in food service operations.
- N. Continuing professional development shall be provided for all staff of the food service program.
- O. **[other:]** _____
- P. **[other:]** _____

Monitoring and Evaluation - Triennial Assessment

[DRAFTING NOTE: At a minimum, schools/districts must conduct an assessment of the wellness policy every three (3) years, report to the public the finding of the evaluation, and update the policy as appropriate. Language related to how the wellness policy, including any updates, will be made available to the public on an annual basis, must be included in your policy.]

Option One: Choose Either A or B It is recommended that the first option be included or check the second option if the Wellness Committee will complete the evaluation and report to the Board. Check any others as they apply.

- A. The District will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy, progress towards meeting policy goals, and how the policy compares to a model policy, as established by the USDA. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the public.
- B. ~~A review of this policy shall occur no less than once every three (3) years using a procedure developed and implemented by the District Administrator. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at _____ [Insert Web Address].~~
- C. ~~The Wellness Committee shall evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the Board and public. The District shall notify school staff, students, and households/families of the availability of the wellness report via newsletters and website postings. The report will be made available at _____ [Insert Web Address].~~
- D. The District wellness policy will be updated as needed based on evaluation results, District changes, emersion of new health science information/technology, and/or new Federal or State guidance are issued.
- E. ~~The District will actively inform families and the public about the content of and any updates to the policy through _____ [Insert channels of communication such as District/school website, newsletters, mailings, etc.].~~

[Option Two: Choose one of the following options only if annual reviews of the Wellness Policy will be conducted.]

- A. The District Administrator shall conduct an annual review of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.
- B. ~~The Wellness Committee shall monitor goals and objectives for the District and compile an annual report to address the progress of the schools within the District in meeting wellness goals. This report will be published annually in _____ [Insert Month].~~
- C. ~~The Wellness Committee shall submit to the District Administrator and Board an annual report in which it describes the environment in each of the District's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.~~
- D. ~~The District Administrator or a designee of the Wellness Committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District wide, and the areas for improvement, if any, identified. The District Administrator or a designee of the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.~~

~~The program developed shall include the following items, along with any additional measures deemed appropriate:~~

- ~~1. identify specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, with consideration for evidence-based strategies;~~
- ~~2. develop nutrition guidelines for all foods and beverages sold during the school day, that are consistent with Federal requirements for meal nutrition standards and smart snacks, and restricting marketing efforts to only those items that meet established guidelines;~~
- ~~3. develop policies pertaining to other food items in the schools, including for classroom parties, birthday snacks, or other food items not for sale, but distributed in the schools;~~
- ~~4. describes the process and public involvement in the development of the wellness program and initiatives.~~

Public Notice Update/Inform the Public

The District will actively inform and update the public about the content of and any updates to the policy through the District website and Board meetings.

[**X**] The District Administrator shall be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the District Administrator shall

~~() distribute information at the beginning of the school year to families of school children;~~

(**X**) include information in the student handbook,

~~() _____,~~

~~() _____,~~

and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

Record Retention

The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy (**X**), including:

- A. (**X**) copy of the current policy;
- B. (**X**) documentation pertaining to the most recent assessment of implementation of wellness initiatives identified in the policy;
- C. ~~() documentation of efforts to publicize the policy;~~
- D. ~~() documentation of efforts to review and update the policy, including identification of the participating and invited stakeholders/collaborators.~~

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

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Legal

42 U.S.C. 1751 et seq.

42 U.S.C. 1771 et seq.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531 Josh Karen Done. cp
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

8531 - FREE AND REDUCED-PRICE MEALS

The Board recognizes the importance of good nutrition to each student's educational performance.

[X] OPTION ONE - Free and Reduced lunch eligibility option which should be the option selected for any district participating in the Federal school lunch program that has NOT received District-wide approval through the Community Eligibility Provision (CEP) described in Option Two, below.

The Board shall provide eligible children with breakfast and lunch at a reduced rate or at no charge to the student , as well as free milk for qualifying students.

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the Child Nutrition Program. These criteria are issued annually by the Federal government through the Wisconsin Department of Public Instruction's (DPI) administration of the School Nutrition Programs.

The Board designates the School Nutrition Services Director to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall at least once annually close to the beginning of the school year ~~annually~~ notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation. ~~and~~ The District shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

Any student identified as homeless, a foster child, a runaway, a migrant, or who is enrolled in Head Start shall be considered eligible for free meals and free milk.

Students receiving free or reduced meals or milk shall not be subjected to any of the following actions related to their receipt of meal service:

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;
- B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;
- C. no student shall be required to work or perform any service in order to receive food service;
- D. students receiving free or reduced price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduce program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The District Administrator shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any schools identified as CEP eligible shall be notified.

[END OF OPTION 1]**[] OPTION TWO—Community Eligibility Provision (CEP)—May be selected only if the District has obtained approval from DPI to provide free meals to all students based on community poverty.**

The District has received approval to extend free meals to all students through the Community Eligibility Provision (CEP). Participation in CEP means that all students receive free meal service on an equal basis, and that no individual household applications may be collected, except as frequently as required by law to continue CEP eligibility. If any school is found in any fourth year of CEP to have a free or reduced lunch eligible student percentage less than twenty five percent (25%) but more than fifteen percent (15%), the [] District Administrator [] Food Service Director **[END OF OPTIONS]** shall notify DPI and request an additional year of CEP eligibility prior to recertification.

[END OF OPTION 2]

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the () District Administrator (**x**) Food Service Director **[END OF OPTIONS]** shall notify DPI of any school in the District that has twenty-five percent (25%) free and reduced lunch eligible or that has less than twenty-five percent (25%) but more than fifteen percent (15%) identified student percentage.

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.~~ this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

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Revised 2/14/22
T.C. 5/8/23

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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
42 U.S.C. 1771 et seq.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of VENDING MACHINES Josh Karen
Code	po8540 - Done
Status	
Adopted	December 9, 2019

8540 - VENDING MACHINES

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied.

- A. ~~n~~No food or beverages are to be sold or distributed which will compete with the District's food-service program;-
- B. ~~f~~Food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules.

The District Administrator shall develop and implement administrative guidelines that will require these conditions are adhered to on a continuing basis.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

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42 U.S.C. 1779

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Copy of TRANSPORTATION BY PRIVATE VEHICLE Josh
Code	po8660 - Team Discussion - Option 2 Done
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

8660 - TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS

When the Board provides transportation for District-sponsored activities or District-sponsored trips, students are expected to use such transportation for the duration of the activity or trip.

[DRAFTING NOTE: CHOOSE OPTION #1 OR #2 BELOW]

OPTION 1

~~Parents, including Board employees, may transport their own child for District-sponsored activities or trips when the District's procedures for notification are followed and authorization for private vehicle transportation is issued. Otherwise, the Board does not allow the transportation of students in a private vehicle for District-sponsored activities or trips () unless authorized by the District Administrator.~~ **[END OF OPTION]**

[END OF OPTION 1]

OPTION 2

The Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator.

Any transportation of students in a private vehicle must be approved in advance and in writing by the Principal (-X) in accordance with the District Administrator's administrative guidelines.

The parent of a ~~the~~ participating student will be given, on request, the name of the driver and ~~the~~ description of the vehicle.

A person may be approved for the transportation of students in a private vehicle if the person is an employee of this Board, the parent of a student enrolled in this District, the holder of a currently-valid license to operate a motor vehicle in the State of Wisconsin, and is at (X) least eighteen (18) years of age ~~() twenty one (21) years of age~~. An approved driver must also be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.

Any person otherwise qualified to transport students shall agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel.

~~Any~~ person shall be permitted to transport students only if that person is ~~who is not~~ the holder of automobile liability and personal injury insurance in the amount required by applicable law. The District Administrator may withdraw the authorization of any private vehicle driver or vehicle whose insurance is not adequate.

Any private vehicle used for the transportation of students must be owned or leased by the approved driver, **(X)** of the parent of the approved driver, **[END OF OPTION]** or the spouse of the approved driver and must conform to registration requirements of the State.

The responsibility of professional staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not professional staff members are requested to report student misconduct to the Principal.

Expenses incurred by drivers of private vehicles in the course of transporting students (~~will~~) may be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees. **(X)** Any such reimbursement must be authorized in advance. ~~[END OF OPTION]~~

~~[END OF OPTION 2]~~

Revised 2/14/22

T.C. 6/13/22

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Legal

121.52, 121.53, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	HEALTH SERVICES
Code	po5310
Status	
Last Revised	October 23, 2024
Last Reviewed	October 23, 2024

5310 - **HEALTH SERVICES**

The Board of Education may require students to submit to periodic health examinations to:

- A. **(xx)** protect the school community from the spread of communicable disease;
- B. ~~()~~ determine that each student's participation in health, safety, and physical education courses meets his/her individual needs;
- C. **(x)** determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall specify the need for health services which may include, but not be limited to:

- A. ~~()~~ student physical examinations;
- B. ~~()~~ athlete physical examinations;
- C. ~~()~~ dental examinations;
- D. **(x)** vision screening;
- E. **(x)** audiometric screening.
- F. ~~()~~ _____.

Any health services program should also include instruction to staff members on the observance of students for conditions that indicate signs of physical health conditions which may be pertinent to the student's ability to fully access the District's programming.

~~The Board shall directly notify the parents of students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any non-emergency, invasive physical examination or screening is scheduled or expected to be scheduled for students if the examination or screening is: (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of a specific student, or other students.~~

~~The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.~~

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Legal References

118.25(3)(4), 118.255, Wis. Stats.
20 U.S.C. 1232h

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	EMERGENCY NURSING SERVICES
Code	po5310.01
Status	
Last Revised	October 23, 2024
Last Reviewed	October 23, 2024

5310.01 - **EMERGENCY NURSING SERVICES**

To provide for the protection of the students, the District shall make available emergency nursing services during the regular school day and during all school-sponsored student activities. Staff will utilize 911 for emergency services for school-sponsored activities that occur out of the school district or outside the regular school day.

The District shall provide for the management of illness (Policy 5310, Policy 5335, Policy 8450, and Policy 8453), accidental injury (Policy 5340 and Policy 5341), and the administration of medication and emergency care (Policy 5330). The policies shall include protocols for ~~recording~~ documenting all administration of emergency nursing services.

~~The District Administrator shall develop guidelines that will provide student () electronic emergency information () information cards [END OF OPTIONS], equipment, supplies, and space for the emergency nursing services that are appropriate and readily accessible to facilitate the provision of such services consistent with the services developed through this policy.~~

The District Administrator shall also identify a licensed physician to serve as medical advisor.

The District shall make available emergency student information, first aid supplies, and appropriate and accessible space for the rendering of emergency nursing services.

This policy and the additional policies providing for the provision of emergency nursing services to students has been developed and reviewed by (x) the district school nurses () a registered nurse [END OF OPTIONS] in cooperation with other School District personnel and representatives from community health agencies and services designated by the Board () upon the recommendation of the nurse. The Medical Advisor and nurse shall review, as needed, and evaluate emergency nursing services each year, including a review of the policies referenced above. Recommended changes will be submitted to the District Administrator, and shall report to the Board regarding such services and bring proposed revisions of any policies to the District Administrator who will review and forward such revisions to the Board for consideration.

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Legal References

Wis. Stat. 121.02(1)(g)
PI 8.01(2)(g)4

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	IMMUNIZATION
Code	po5320
Status	
Adopted	October 24, 2024

5320 - **IMMUNIZATION**

The Board of Education requires that all students be properly immunized pursuant to the Wisconsin Statutes and regulations of the Wisconsin Department of Health Services (DHS).

All students shall be required to provide written evidence establishing that they have completed the first immunization for each vaccine required for the student's grade and are on schedule for the remainder of the basic and recall (booster) immunizations, pursuant to the DHS immunization requirements, or submit a written waiver of those requirements not later than the 30th school day from the beginning of the school year or initial enrollment in the District, for students transferring into the District. All students shall be required to provide written evidence establishing that they have received the second dose of each vaccine required for that student's age or grade, or submit a written waiver of those requirements, not later than the 90th school day from the beginning of the school year or initial enrollment in the District, for students transferring in the District. Within thirty (30) school days after having been admitted to the District for the following school year, each student who has not submitted a waiver form shall provide written evidence of having completed all other required doses and/or vaccines, pursuant to the DHS immunization requirements.

The parent of any student for whom record of proper immunization or a written waiver is not on file shall be given written notification of this requirement by the 15th school day and the 25th school day following enrollment. The notice shall:

- A. state the immunization requirements, including a list of missing immunization;
- B. state that Court action and civil forfeiture penalty can result due to noncompliance;
- C. explain the reasons for the immunization program and provide information on how and where to obtain immunizations;
- D. inform the parent of the right to request a waiver of the immunization requirement based on reasons of health, religion, or personal conviction.

Waivers of the immunization requirements shall be granted only for medical, religious, or personal convictions.

The District may exclude any student who fails to satisfy the requirement to provide written evidence within thirty (30) school days after the date on which the student is admitted of having completed the first immunization for each vaccine required for the student's grade and being on schedule for the remainder of the basic and recall immunizations, pursuant to the DHS immunization requirements, or fails to submit a written waiver. In addition, if DHS determines that the District's compliance level from the previous school year is less than ninety-nine percent (99%), the District shall exclude any student enrolled in grades kindergarten (five (5) years old to six (6) through Grade 5) who fail to satisfy this requirement.

No student may be excluded for more than ten (10) consecutive school days unless, prior to the 11th consecutive school day of exclusion, the Board provides the student and the student's parent, guardian or legal custodian with an additional notice, a hearing and the opportunity to appeal the exclusion, as provided under Wis. Stats. 120.13(1)(c)3.

The District Administrator shall establish administrative guidelines to implement this policy and comply with State law.

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Legal References

120.12(16), 252.04, Wis. Stats.
Wis. Adm. Code Chapter DHS 144

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	Revised Policy - Vol. 33, No. 2 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE- DONE WEC
Code	po5330
Status	
Last Revised	October 24, 2024

Revised Policy - Vol. 33, No. 2

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or ~~the child is disabled and~~ a student with disabilities requires medication to benefit from ~~their~~ the student's educational program. Whenever possible, medication will be administered at home, before or after school hours. District staff shall administer medication in accordance with WI State Statutes. Community events or clubs not affiliated with Wausau School District are not covered by school district staff or district policy. Arrangements for health care will be per the sponsoring organization's policy.

For purposes of this policy, the following definitions shall be used:

~~"practitioner"~~ **"Practitioner"** shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Nonprescription drug product" means any ~~nonnarcotic~~ non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. Written authorization from the parent/guardian authorizes school personnel to contact the practitioner regarding the medication. Such documentation shall be kept on file in the ~~() school office () nurse's office~~ (x) health office room ~~[END OF OPTION]~~. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, ~~and~~ the dosage to be administered, the route of administration, and the time of administration.

Narcotic medications will not be administered to students at school.

~~All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by the Principal and self administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the ~~() school office~~ ~~() nurse's office~~ health office. ~~room~~ **[END OF OPTION]**. Substances, ~~which~~ that are not FDA approved (i.e., natural products, food supplements); will require the written instruction of a practitioner and the written consent of the parent ~~() will not be administered by District staff~~ **[END OF OPTION]**. Nonprescription drugs that are provided by the parent may be administered by school staff only if ~~they~~ the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients ~~and~~, recommended therapeutic dosage in a legible format, and the student's name. **[END OF OPTION]** If a parent of a grade 7-12 student has completed the appropriate written form authorizing the school to administer acetaminophen or ibuprofen ~~nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine)~~, the student may receive such drugs from the school's supply consistent with the written parental authorization and the ~~nonprescription drug dosage~~ information. **[END OF OPTION]** Any dosage of nonprescription medication other than that listed on the medication's packaging, or a medication containing aspirin, must be authorized in writing by a medical practitioner.

All medication authorization forms must be provided each school year and/or whenever there is any change in instructions for the medication. Medication to be administered at school must be furnished and given to a school staff member by an adult.

Each year, by the last day of school, all medications at school must be picked up by an adult. Staff members will properly dispose of medications not picked up.

All ~~prescription~~ medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an ~~emergency~~ medication that the student is authorized to carry. ~~by the Principal and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

The student is responsible for coming to the health office at the designated time for medication administration. Accommodations will be made according to student needs. Effort will be made to contact a student who fails to report.

Student Possession of Medication

~~[DRAFTING NOTE: Select option for possession and self-administration of medication by students.]~~

~~[] Option #1~~

~~() Students are prohibited from possessing, using, carrying, or distributing in school, at school sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).~~ **[END OF OPTION]**

~~[END OF OPTION #1]~~

[x] OPTION #2

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

Inhalers, epinephrine, and insulin, may be carried and self-administered when a practitioner and parent/guardian give their consent/instructions on the written medical authorization form. Other medications may be carried and self-administered with special approval from the school nurse, practitioner, and parent/guardian. Permission must be obtained every school year. The ability to self-carry medication may be revoked if the parent/guardian, practitioner, or school nurse deems it unsafe.

Secondary students may self-carry and self-administer cough drops/throat lozenges, and all students may self-carry and apply sunscreen and insect repellent without a written authorization form. Insect repellent must be DEET-free and applied outdoors.

~~High school students may possess and self-administer their own nonprescription medications () and prescription medications~~ **[END OF OPTION]** at school, if the appropriate medication authorization form is filed in the school office, provided the student is in possession and self-administers in compliance with relevant District policies and administrative guidelines. ~~() Responsible students in grades K-8 may be permitted to possess and self-administer medications after consultation with the Principal, school nurse, and parent. If granted permission by the Principal, a medication management plan must be written and signed by all parties. Permission must be obtained every school year.~~ **[END OF OPTION]**

~~[END OF OPTION #2]~~

The provisions of this policy are to be viewed together with the Board ~~policy on Drug Prevention,~~ Policy 5530 - Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.

x] CBD Products at Schools

~~[OPTIONS: Note that neither option needs to be selected if preferred at this time, leaving this issue for specific coverage at another time]~~

~~[] OPTION #1~~

~~() Lawful, Hemp derived CBD products may be stored at school in a specific location, in its original packaging and allowed for self-administered use under the supervision of school staff and subject to appropriate physician's certificate and parent/guardian documentation.~~

[x OPTION #2

~~()~~ No CBD products will be permitted for use at school or at school-sponsored events.

~~[END OF OPTIONS FOR CBD PRODUCTS]~~

~~[DRAFTING NOTE: If optional language regarding essential oils has been selected in Policy 5530, make sure the option selected below is consistent.]~~

[x] Use of Essential Oils**~~[] OPTION #1~~**

All students wishing to use essential oils in the school must seek prior approval from the () Principal () _____
~~[END OF OPTION]~~

~~[END OF OPTION #1]~~**[x] OPTION #2**

Students are prohibited from using essential oils at school.

~~[END OF OPTIONS FOR ESSENTIAL OILS]~~**General Provisions**

~~The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.~~

~~Only medication in its original container, labeled with the date, if a prescription, the student's name, and the exact dosage will be administered.~~ **[x] Parents/guardians, or students authorized in writing by their practitioner and parents, may administer medication at school or at school-sponsored events.**

No student is allowed to provide or sell any type of medication to another student. **(x)** Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - ~~Drug Prevention and of the Student Code of Conduct~~ Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.

~~Medications will be administered and the instruction and consent forms will be maintained in accordance with the District Administrator's guidelines.~~

Any ~~bus driver,~~ staff member or volunteer, authorized in writing by **(x)** the Board, **(x)** the District Administrator, **(x)** or a principal, **~~[END OF OPTIONS] DRAFTING NOTE: All three (3) are authorized by statute, but could be limited by the Board.~~** is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to health-care professionals.

~~All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

[x] The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

(x) The school nurse(s) **()** A registered nurse **[END OF OPTION]** providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions, ~~and~~ consent forms, and the Medications Administration Daily Log(s).

Opioid Antagonist Plan

~~The plan District's Emergency Nursing Service Plan shall **[OPTION #1]** **()** state whether and to what extent the District **()** or individual schools **[END OF OPTION]** will retain opioid antagonists **[END OF OPTION #1]** **[OPTION #2]** **(x)** provide for District acquisition and maintenance of opioid antagonists **[END OF OPTION #2]** for use in the event an authorized employee or volunteer observes an apparent overdose. **()** The District's plan for administration of an opioid antagonist shall be posted on the District's website. **[END OF OPTION]**~~

Any staff member or volunteer may administer an opioid antagonist to an individual who appears to be experiencing an opioid overdose under the following conditions:

- The individual has been authorized to administer such drugs, in writing, as required by policy 5330;
- The individual has received any training required for the administration of an opioid antagonist in the form in which it is to be administered, consistent with the plan adopted pursuant to policy 5330 in consultation with a school nurse employed by the district.

(x) OPTION [Note: if the Board adopts this option regarding the provision of epinephrine auto-injectors and staff administration, it must adopt a plan with the approval of a physician before any school nurse or designated personnel can provide to a student or administer epinephrine to a student]

Epinephrine Auto-Injectors

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs ~~() the District Administrator~~ **(x)** the school nursing staff, in consultation with the District Administrator, **[END OF OPTIONS]** to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;
- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from

anaphylaxis, provided that the staff member immediately contacts emergency medical services;

D. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;

E. is approved by a physician licensed in the State of Wisconsin;

F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization, unless the administration was a result of gross negligence or willful or wanton misconduct;

G. is published on the District's website. ~~or the website of each school () is made available to any person upon request until such time as the District has website on which it can be published.~~ **[NOTE: the plan has to be published on the District or school internet sites unless there is no such site. This option should be selected only if the District does not have a website.]**

{END OF EPINEPHRINE AUTO-INJECTOR OPTION}

Use of Essential Oils

{OPTION #1}

~~[] All students wishing to use essential oils in the school must seek prior approval from administrators.~~

{OPTION #2}

~~[] All students are prohibited from using essential oils at school.~~

{END OF OPTIONS}

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- Legal
- 118.29, Wis. Stats.
- 118.291, Wis. Stats.
- 118.292, Wis. Stats.
- 118.2925, Wis. Stats.
- 121.02, Wis. Stats.
- PI 8.01(2)(g)
- Wis. Admin. Code N 6.03
- 2009 Wisconsin Act 160

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS
Code	po5335
Status	
Last Revised	October 24, 2024

5335 - CARE OF STUDENTS WITH CHRONIC HEALTH CONDITIONS

Students with chronic health conditions will be provided with a free appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e. the school setting) with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan (Form 2260.01A F13).

Chronic health conditions, for the purposes of this policy, shall include, but not be limited to:

- A. "peanut" and other food allergies;
- B. severe allergies;
- C. asthma;
- D. diabetes;
- E. seizure disorder;
- F. neuro-muscular disorder. ~~and~~
- G. _____.

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330 - Student Records and Policy 8350 - Confidentiality.

The District will coordinate school health practices for the management of a chronic health condition and shall provide for:

- A. identification of individuals with chronic health conditions;
- B. development of health plans ~~Individual Health Plans (IHP) and/or Emergency Action Plans (EAP)~~ as appropriate;
- C. coordination of health care management activities by school staff;
- D. communication among school staff who interact with children with chronic health conditions;
- E. development of protocols to prevent exposure/episodic reactions;
- F. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in "unusual" situations such as field trips. ~~;~~
- G. _____;
- H. _____.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. full participation in physical activities when students are well;
- B. modified activities as indicated by the student's health plan ~~EAP, IHP, 504 plan, or Individualized Education Program Plan~~ ("IEP");

- C. access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- D. communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches.;
- E. _____;
- F. _____.

Healthcare management activities shall include:

- A. procedures to obtain, maintain, and utilize written ~~EAP and/or IHP~~ health plan, ~~signed by the child's parents and a physician,~~ for each student with a chronic health condition, as deemed appropriate by the school nurse;
- B. ~~a standard emergency protocol in place for students experiencing a medical emergency/distress reaction if they do not have a written health plan EAP and/or IHP on-site;~~
- C. established communication strategies for students to use to tell an adult they may be having a health-related problem;
- D. procedures for students to have immediate access to medications, in accordance with Policy 5330 - Administration of Medication/Emergency Care and AG 5330 - Administration of Medications, that allow students to self-carry ~~are~~ and self-administer medications, inhalers, and epinephrine auto-injectors, as prescribed by a medical practitioner ~~professional~~ and approved by parent/guardians;
- E. prevention strategies to avoid causal elements;
- F. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- G. management and care of the student's chronic health condition in the classroom, in any area of the school or school grounds, or at any school-related activity or event;
- H. _____;
- I. _____.

~~Staff will be trained about chronic health conditions and their control at least annually [END OF OPTION] in each school in which there is a student with a chronic health condition.~~

Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections, or conducting glucose and/or ketone tests shall be provided training specific to the procedures, at least each school year ~~annually, [END OF OPTION]~~ by a licensed health professional.

The school nurse principal ~~[END OF OPTION]~~ shall maintain a copy of the training program and the records of training completed by school employees.

~~Administrative guidelines shall provide guidance for the implementation of this policy.~~

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Book	Policy Manual
Section	Policies for the Board, 33-2
Title	STUDENTS WITH SEVERE ALLERGIES
Code	po5335.01
Status	
Last Revised	October 24, 2024

5335.01 - **STUDENTS WITH SEVERE ALLERGIES**

Some food products can cause an anaphylactic reaction if a person eats, touches, or breathes in the protein. Anaphylaxis means that the immune system overreacts to a particular protein found in that substance. Each reaction is unique and symptoms range from mild to life-threatening with each exposure. A person can develop an anaphylactic allergy to anything. The nine foods most commonly responsible are: milk, eggs, fish, peanuts, shellfish, soy, tree nuts, wheat, and sesame. Some examples of non-food-related anaphylactic allergens are latex, medication, and insect venom (i.e. bee stings). A diagnosis by a medical provider is encouraged to verify a student's anaphylactic allergies and an action plan will be requested for directions if an exposure occurs.

Although the District cannot guarantee an allergen-free campus, it is the policy of the District to provide an anaphylactic-aware environment by taking measures to minimize the risk of an exposure and educate staff to respond to life-threatening reactions. These measures include removing peanut and nut products from student-occupied environments and latex in any District setting. Other common anaphylactic allergens will be substituted when possible or avoided. In the event it is not possible to adjust the activity, then the student and parent/guardian, as well as the school nurse, will be consulted to see what safety measures can be implemented. Teachers and/or staff members will modify classroom activities and curriculum as necessary without excluding the student from school-based activity. Staff shall discourage food sharing amongst students. Safety precautions will be followed as identified above.

Foods containing peanut or nut products, consumed by students, may only be eaten in the cafeteria. Food or treats to be shared with other students during normal school hours and in any District setting need to be commercially prepared with an intact ingredient label listing allergy information and must not contain peanut or nut products; the label will be checked for allergens by a staff member.

The food service department will make dietary substitutions in accordance with USDA regulations 7 CFR Part 15b, when the "Medical Statement for Children with Disabilities Requiring Special Foods in Child Nutrition Programs" (<https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/medical-statement.pdf>) is correctly completed by a physician and returned to the Director of School Nutrition.

The parent/guardian will provide a completed anaphylaxis action plan to the school and notify staff if there are any changes in the student's health. The parent/guardian will work with the school nurse, teacher, principal and/or others to develop a plan that accommodates the child's needs throughout the school day and during other school-sponsored activities. The parent/guardian will notify the school bus company of the student's allergy and determine an emergency plan for when the student is on the bus to and from school. The parent/guardian will provide safe snacks for their student as desired.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
Code	po5340
Status	
Last Revised	October 24, 2024
Last Reviewed	October 24, 2024

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 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 ~~() District Administrator~~ **(x)** business office and the health office ~~() school office~~ **[END OF OPTIONS]** on all accidents.

Illness

School personnel shall not diagnose illness or administer medication of any kind except in accordance with **(x)** Policy 5330 - Administration of Medication/Emergency Care **(x)** and AG 5330 - Administration of Medications.

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 ~~() District Administrator~~ **(x)** Athletic Director **[END OF OPTION]** 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 teacher or coach shall remove a student from the class, practice, activity, or game if the teacher or coach determines the student is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury. The student will not be permitted to return to full participation until the student is evaluated by a healthcare professional experienced in concussion management and receives written clearance for full participation from the healthcare professional. Limited physical activity in the physical education context may eventually be permitted, depending on the recommendation of the healthcare professional.

Parents who inform coaches or other school officials 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.

~~[] Teachers or coaches who suspect a student has been concussed shall record on the applicable form, as soon as possible, all pertinent facts concerning the incident and submit it to the _____ office.~~

~~[] Parents shall be notified about the possible concussion and given information on concussions and the need for medical attention.~~

~~[] Coaches and physical education staff will be trained in concussion recognition and response. Specifically, training will include information on how to recognize the signs and symptoms of a concussion, how to obtain proper medical treatment in cases of suspected concussions, and return to play standards.~~

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 twelve (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.

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Legal References

118.29, 118.293, 118.2935, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES
Code	po8450
Status	
Last Revised	October 24, 2024
Last Reviewed	October 24, 2024

8450 - CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES

The Board recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to the efficient District operation. The District will handle information regarding students and staff with suspected or confirmed communicable diseases confidentially in accordance with State and Federal laws and Board policies.

For purposes of this policy, "casual contact communicable disease" shall include:

- A. diphtheria,
- B. scarlet fever and other strep infections,
- C. whooping cough,
- D. mumps,
- E. measles,
- F. rubella, and
- G. others designated by the Wisconsin Department of Health Services (DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, health officer, ~~room staff, office staff, _____~~, **[END OF OPTIONS]** or the Principal will isolate the student in the building and contact the parents and may choose to send the student home. **[DRAFTING NOTE: State statute specifies that teachers, school nurses, and principals have the authority to send home students exhibiting symptoms suspected of a communicable disease. The District may authorize other staff.]** The staff member shall notify the parent/guardian(s) of the student, the Principal, and also contact the _____ Marathon County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

~~**[]** The District Administrator is authorized to develop administrative guidelines for the control of communicable disease that include:~~

- A. ~~()~~ instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;
- B. ~~()~~ removal of students from District property to the care of a responsible adult;
- C. ~~()~~ preparation of standards for the readmission of students who have recovered from casual contact communicable diseases;
- D. ~~()~~ filing of reports as required by statute and the DHS.

~~[END OF OPTION]~~

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. **(x)** See Policy 8420.01 – Epidemics and Pandemics. ~~[END OF OPTION]~~

Protocols shall be developed with consideration for the following resources:

- A. Statewide declaration of emergency and related orders;
- B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;
- C. local health department officials and local medical professionals;
- D. parent and/or student groups; and
- E. other resources developed for and specific to the circumstances facing the District.

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Legal References

252.10, 252.19, 252.21, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	PEDICULOSIS (HEAD LICE)
Code	po8451
Status	
Last Revised	October 24, 2024
Last Reviewed	October 24, 2024

8451 - **PEDICULOSIS (HEAD LICE)**

Head lice are present in the community at all times and can be particularly prevalent among pre-school and elementary school-age children. Lice are a nuisance, but do not spread disease. Control of lice infestation is best handled by adequate treatment of the infested person and their immediate household and other close personal contacts. Contracting head lice is not an indicator of cleanliness or socioeconomic status.

Communication from the school to parents directly and through parent and classroom education to the students will help increase the awareness for both parents and the child. It is the responsibility of the parent(s) to check their child's head on a regular basis for signs of head lice and treat adequately and appropriately as necessary. Control depends on prompt case finding and effective treatment.

If a child in the District is found to have head lice or untreated nits,

~~{Choose one of the following options}~~

~~{ } [Option #1]~~

~~school staff will notify the parent and recommend to pick up the student immediately and administer an FDA approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. If a student with live lice or untreated nits is not able to be picked up immediately, they may remain in the classroom for the remainder of the school day.~~

~~{END OF OPTION 1}~~

[x] [Option #2]

school staff will notify the parent and ask the parent to pick the child up at the end of the school day and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal but the child will remain in the classroom until the end of the day.

~~{END OF OPTION 2}~~

~~{ } [Option #3]~~

~~school staff will notify the parent and ask to pick the child up at the parent's earliest convenience and administer an FDA approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. The child will remain in the classroom until able to be picked up by the parent.~~

~~{END OF OPTION 3}~~

~~{END OF OPTIONS}~~

~~**[DRAFTING NOTE: It is recommended by the Center for Disease Control, National School Nurses Association and the American Academy of Pediatrics that students found to have live lice or nits should be allowed to remain in the classroom until the end of the day and return to school after appropriate use of an FDA approved pediculicide/ovicide treatment has been completed and no live lice are found.]**~~

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. (**x**) After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. ~~(**→**) The District practices a policy of "no live lice" as a criterion for return to school.~~

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Legal References

Centers for Disease Control and Prevention. (2019). Head lice general information. http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html
<https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice>

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452
Status	
Last Revised	October 24, 2024
Last Reviewed	October 24, 2024

8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

The Board has determined that it may enhance school safety to have an automated external defibrillator (AED) placed in building(s) within the School District.

An AED is a heart monitor and defibrillator that:

- A. is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and determining without intervention by an operator, whether defibrillation should be performed;
- B. charges and, at the command of the operator, delivers an electrical impulse to an individual's heart.

The District Administrator shall develop guidelines that govern AEDs, including the use of the AED, placement of the AED, (**x**) training and oversight by a medical director or by the local EMS Medical Director. The Board also directs the District Administrator, (**x**) in conjunction with the Medical Director, ~~[END OF OPTIONS]~~ to review the guidelines, as appropriate. The AED device(s) will be located at school buildings for use by individuals with proper AED training.

In accordance with Wisconsin Statute 118.076(3)(b), students in grades seven (7) to twelve (12) will be provided instruction about automated external defibrillators (see Policy 2413 - Health Education).

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Legal References

118.076 Wis. Stats.
895.48, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	DIRECT CONTACT COMMUNICABLE DISEASES
Code	po8453
Status	
Last Revised	October 24, 2024
Last Reviewed	October 24, 2024

8453 - **DIRECT CONTACT COMMUNICABLE DISEASES**

The Board seeks to provide a safe educational environment for students and staff. To this end, students and staff should understand the method of transmission and prevention of diseases that are contracted through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring, to the extent permitted by State communicable disease reporting requirements, the confidential status of individuals who may have been diagnosed with a contact communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. other diseases that may be specified by the Wisconsin Department of Health Services (DHS) as contact communicable diseases.

The Board recognizes that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

~~[] With this in mind, the Board directs the District Administrator to develop programs for students and staff for the purpose of understanding the manner in which these diseases may be prevented and how they are transmitted. These programs should specify the risk factors involved, how to deal with those risks, and emphasize the fact that these diseases are preventable if basic precautions are taken.~~

The Board further directs the District Administrator to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality, their right to privacy and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and such individuals will also be provided reasonable accommodation as required by the Wisconsin Fair Employment Act and the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy dealing with Homebound Instruction.

The District Administrator shall also report communicable diseases and any removal from the school setting of students or staff suspected of having a communicable disease to appropriate authorities as provided under State law.

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Legal References

252.21, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, 33-2
Title	CONTROL OF BLOOD-BORNE PATHOGENS
Code	po8453.01
Status	
Last Revised	October 24, 2024
Last Reviewed	October 24, 2024

8453.01 - **CONTROL OF BLOOD-BORNE PATHOGENS**

The Board seeks to protect those staff members who may be exposed to blood-borne pathogens and other potentially infectious materials in their performance of assigned duties.

The Board also seeks to protect students who may, during the course of the school day or during a school-sponsored activity, become exposed to blood-borne pathogens and other potentially infectious materials.

To protect staff members and students, the District Administrator shall implement guidelines that are consistent with the Department of Public Instruction (DPI) Model Blood-Borne Pathogens Manual and such guidelines will include but not be limited to:

- A. identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. providing for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;
- C. requiring proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. providing for record-keeping of all of the above which complies with both Federal and State laws;
- F. developing an exposure control plan.

Further, employees who have been identified, as employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials shall complete the blood-borne Pathogens School Training made available through the DPI.

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Legal References

101.055, Wis. Stats.
29 C.F.R. 1910.1030

Book	Policy Manual
Section	Policies for the Board, EDGAR special update, 10-2024
Title	Copy of JOB-RELATED EXPENSES
Code	po3440 - Done JV 1.21.25
Status	
Adopted	December 9, 2019
Last Revised	November 14, 2022

3440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Chief Finance and Business Services Officer.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District travel.]

~~The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.~~

Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

Whenever a staff member is unable to provide appropriate expense documentation, they will not be reimbursed.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/ designee), must apply to travel under Federal awards.

T.C. 11/14/22

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

~~5 U.S.C. 5701-11~~

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2 C.F.R. 200.474

5 U.S.C. 5701-11

Book	Policy Manual
Section	Policies for the Board, EDGAR special update, 10-2024
Title	Copy of JOB-RELATED EXPENSES
Code	po4440 - Done - JV 1.21.25
Status	
Adopted	December 9, 2019
Last Revised	November 14, 2022

4440 - **JOB-RELATED EXPENSES**

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District Administrator's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Chief Finance and Business Services Officer.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal Internal Revenue Service prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

[DRAFTING NOTE: Choosing this option requires this also to be applicable to all District policies.]

~~**[]** The costs of identifying and providing locally available dependent care resources for conference participants are allowable, as needed.~~

[x] Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of support staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the District Administrator.

Whenever a staff member is unable to provide appropriate expense documentation, they will not be reimbursed.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee), must apply to travel under Federal awards.

2 C.F.R. 200.464

2 C.F.R. 200.474

2 C.F.R. 200.475

~~5 U.S.C. 5701-11~~

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2 C.F.R. 200.474

5 U.S.C. 5701-11

Book	Policy Manual
Section	Policies for the Board, EDGAR special update, 10-2024
Title	Copy of FEDERAL FUNDS
Code	po6110 -Done
Status	
Adopted	December 9, 2019

6110 - ~~FEDERAL~~GRANT FUNDS

It is the objective of the Board of Education to provide equal educational opportunities for all District students within the District. Government agencies, as well as foundations, businesses, and individuals, periodically offer both human and material resources to the District that benefit students and the educational program. Therefore, it is the intent of the Board to study Federal legislation consider grant proposals and applications for their potential to enhance educational opportunities, the educational environment, and the physical and mental growth for each student.

The District Administrator shall review new Federal education legislation and prepare proposals for programs ~~with~~ the District Administrator deems would be of aid to the students of this District. The District Administrator shall approve each such proposal prior to its submission, and the Board shall approve all grants resulting from such proposals.

The Board regards available Federal funds of aid to local school districts and communities as a public trust. It forbids the use of Federal monies for partisan political activities and for any use that would not be in accord with Federal guidelines on discrimination. All Federal funds received by the District will be used in accordance with the applicable Federal regulations and guidelines. The District Administrator shall ensure that each draw of Federal monies is as close as administratively feasible to the related program expenditures.

No Federal funds received by the District shall be used (1) to develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity, whether homosexual or heterosexual; (2) to distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) to provide sex education or HIV-prevention education in schools unless the instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in the schools.

Grant Proposal Development

- A. All grant proposals must support at least one (1) District goal or priority.
- B. For projects where grant funds will not cover the entire cost of project implementation, additional fund sources must be identified, documented, and approved during the internal review process.

Grant Proposal Internal Review

Each grant proposal shall be reviewed and approved by the District Administrator prior to submission to the funding source.

Mandatory Disclosures

The District must promptly disclose whenever they have credible evidence of a violation of Federal criminal law potentially affecting the Federal award including, but not limited to, any fraud, embezzlement, bribery, gratuity violations, identity theft, or sexual assault and exploitation, or a violation of the Civil False Claims Act (2 C.F.R. 200.113) regarding the obligation to report credible information related to conduct prohibited by the Trafficking Victims Protection Act, 22 U.S.C. 7104c.

The disclosure must be made in writing to the Federal agency and the agency's Office of Inspector General, and to the pass-through entity, such as the Department of Public Instruction.

Whistleblower Protections

An employee of the District may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing information to the appropriate agency or individual that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal

contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract or grant. See Policy 1211/Policy 3211/Policy 4211 - Whistleblower Protection and Policy 8900 - Fraud.

Grant Administration

- A. The administration of grants will adhere to all applicable Federal, State, local and grantor rules and regulations, including the terms and conditions of the Federal awards, as well as District policies and administrative guidelines.
- B. The District Administrator is responsible for the efficient and effective administration of grant awards through the application of sound management practices.
- C. The District Administrator is responsible for administering grant funds in a manner consistent with underlying agreements, applicable ~~program~~ statutes, regulations and objectives, and the terms and conditions of the grant award.
- D. The District, in recognition of its unique combination of staff, facilities, and experience, shall employ internal controls, including organizational and management strategies necessary to assure proper and efficient administration of grant awards.
- E. All Federal funds received by the District will be used in accordance with the applicable Federal law and regulations and the terms and conditions of the Federal award. The District Administrator shall require that each draw of Federal monies be aligned with the District's payment process (whether reimbursement, cash advance, or a combination). If funds are permitted to be drawn in advance, all draws will be as close as administratively feasible to the related program expenditures and that, when restricted, such monies are used to supplement programs and funding and not to supplant or replace existing programming or current funding.

Maintenance of Effort (MOE) and Maintenance of Equity (MOEquity) requirements of the Federal program will be met in accordance with the requirements of the specific funded program. The District shall maintain appropriate documentation and records to substantiate compliance or to justify allowable exceptions, exemptions, or waivers.

- F. The District Administrator is authorized to sign related documents for grant administration, including documents required for submittal of grant proposals.
- G. Employee positions established through the use of grant funding shall terminate if and when the related grant funding ceases.

Financial Management

The financial management of grant funds shall be in compliance with all applicable Federal, State, local and grantor rules, regulations, and assurances as well as District policies and administrative guidelines.

The District Administrator shall provide for the following:

- A. Identification of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number, the year the Federal award was issued, and name of the Federal agency or pass-through entity. ~~Identification, in District accounts, of all grant awards received and expended and the programs under which they were received. For Federal programs and awards, identification shall include the Catalog of Federal Domestic Assistance (CFDA) title and number, Federal award identification number and year, name of the Federal agency and name of the pass through entity, as applicable.~~
- B. Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements of the grant.

Maintaining records that sufficiently identify the amount, source, and expenditure of Federal funds for Federal awards. These records must contain information necessary to identify Federal awards, authorizations, financial obligations, unobligated balances, as well as assets, expenditures, income, and interest. All records must be supported by source documentation.

- C. ~~Records that identify adequately the source and application of funds provided for Federally funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.~~

D. Effective control over and accountability for all funds, property, and other assets.

The District must adequately safeguard all assets and ensure ~~assure that~~ they are used solely for authorized purposes.

Further, the District must:

1. establish and maintain effective internal control over the Federal award that provides reasonable assurance that the District is managing the Federal award in compliance with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal award;
2. comply with the U.S. Constitution, Federal statutes, regulations and the terms and conditions of the Federal award;
3. evaluate and monitor the District's compliance with statutes, regulations and the terms and conditions of the Federal award; and
4. take prompt action when instances of noncompliance are identified. ~~including noncompliance identified in audit findings; and~~
5. ~~take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality.~~

E. Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal awarding agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and obligations of confidentiality. ~~Comparison of expenditures with budget amounts for each Federal award.~~

F. Actual expenditures or outlays must be compared with budgeted amounts for each Federal award.

G. Recordkeeping and written procedures to the extent required by Federal, State, local, and grantor rules and regulations pertaining to the grant award and accountability; including, but not limited to the following areas:

1. cash management in accordance with 2 C.F.R. 200.305
2. allowability of costs in accordance with subpart E and the terms and conditions of the Federal award
3. conflict of interest
4. procurement
5. equipment management
6. conducting technical evaluations of proposals and selecting recipients
7. compensation and fringe benefits
8. travel

H. Disclosure of any potential conflict of interest and all mandatory violation disclosures potentially affecting the Federal award/grant to the Federal awarding agency or pass-through agency in accordance with applicable Federal policy.

I. Insurance coverage for real property and equipment, if applicable, equivalent to such property owned by the District.

Audit Requirements

A single or program-specific audit (2 C.F.R. 200.514, 2 C.F.R. 200.507) is required for any year if the District expends \$1,000,000 or more in Federal awards during the District's fiscal year. When Federal awards expended are less than \$1,000,000, the District may be exempt from Federal audit requirements (2 C.F.R. 200.501) for that year. However, in all instances, the District's records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office (GAO).

The District shall:

- A. arrange for the audit required in accordance with 2 C.F.R. 200.509 and make sure that the audit is properly performed and submitted in accordance with 2 C.F.R. 200.512;
- B. prepare financial statements including the schedule of expenditures of Federal awards in accordance with 2 C.F.R. 200.510;
- C. promptly follow up and take corrective action on audit findings, including preparing a summary schedule of prior audit findings and a corrective action plan (2 C.F.R. 200.511); and
- D. provide the auditor access to personnel, accounts, books, records, supporting documentation, and any other information needed for the auditor to perform the audit.

Certifications and Records Retention

Financial reports must include a certification, signed by an official who is authorized to legally bind the District. The certification should state:

"I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to, violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812"

Each certification must be maintained pursuant to the requirements of 2 C.F.R. 200.334. The District shall retain all Federal award records for three (3) years from the date of submission of the final financial report or longer if required by the Board-adopted retention schedule.

Program Income

Program income means gross income earned by a grant recipient that is directly generated by a supported activity or earned as a result of the Federal award during the grant's period of performance.

It includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards, the sale of commodities or items fabricated under a Federal award, license fees and royalties on patents and copyrights, and principal and interest on loans made with Federal award funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations or the terms and conditions of the Federal award, program income does not include rebates, credits, discounts and interest earned on any of them. Additionally, taxes, special assessments, levies, fines and similar revenues raised by a recipient are not program income. Proceeds from the sale of real property, equipment or supplies are not program income. Finally, license fees and royalties for copyrighted material, patents, patent applications, trademarks, and inventions made under the Federal award subject to 37 C.F.R. Part 401 are not program income.

Unless the District has received prior approval to use a different method or the terms and conditions of the grant authorize a different method, the District uses the deduction method of accounting for program income. Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the Federal agency or pass-through entity.

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Legal 34 C.F.R. 75.707, 76.563, 76.565, 76.707
 2 C.F.R. 200.56, 200.71, 200.77, 200.80, 200.112, 200.113, 200.302, 200.307
 2 C.F.R. 200.309, 200.310, 200.313, 200.318 - .320, 200.343(b) & (e), 200.403
 2 C.F.R. 200.404 and 200.406
 Compliance Supplement for Single Audits of State and Local Governments
 20 U.S.C. 7906

Book	Policy Manual
Section	Policies for the Board, EDGAR special update, 10-2024
Title	Copy of INTERNAL CONTROLS
Code	po6111 - done - JV
Status	
Adopted	December 9, 2019

6111 - INTERNAL CONTROLS

The District Administrator shall establish, document, and maintain effective internal controls over Federal awards that provide reasonable assurance that the District is managing all Federal awards in compliance with applicable the U.S. Constitution, statutes, ~~regulations~~ regulations, and the terms and conditions of the awards. The District will have a process that provides reasonable assurance regarding the achievement of the following objectives:

- A. effectiveness and efficiency of operations;
- B. reliability of reporting for internal and external use; and
- C. compliance with applicable laws and regulations.

These internal controls should comply with the guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control-Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The internal controls must provide reasonable assurance that transactions are properly recorded and accounted for in order to permit the preparation of reliable financial statements and Federal reports; maintain accountability over assets; and demonstrate compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. The internal controls must also provide reasonable assurance that these transactions are executed in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award that could have a direct and material effect on a Federal award, as well as any other Federal statutes and regulations that are identified in the Compliance Supplement. Finally, the District's internal controls must provide reasonable assurance that all Federal funds, property, and other assets are safeguarded against loss from unauthorized use or disposition.

The District shall:

- A. comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards;
- B. evaluate and monitor its compliance with the U.S. Constitution, statutes, regulations, and the terms and conditions of the award;
- C. take prompt action when instances of noncompliance are identified ~~including noncompliance identified in audit findings~~; and
- D. take reasonable cybersecurity and other measures to safeguard protected information including protected "personally identifiable information" (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the District considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality. ~~"personally identifiable information" (PII) and other information the awarding agency or pass through entity designates as sensitive or the District considers sensitive consistent with applicable Federal, state, local, and tribal laws and District policies regarding privacy and obligations of confidentiality.~~

PII is defined at 2 C.F.R. Section 200.179 as "information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual."

However, the definition of PII is not attached and anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified.

Suggested Resources:

- A. "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States;
- B. "Internal Control Integrated Framework" (commonly referred to as the Green Book) issued by the Committee of Sponsoring Organizations of the Treadway Commission;
- C. "Compliance Supplement" issued by the U.S. Office of Management and Budget; and
- D. Internal control guidance issued by the U.S. Department of Education.

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Legal 2 C.F.R. 200.61-.62
 2 C.F.R. 200.79
 2 C.F.R. 200.303

Book	Policy Manual
Section	Policies for the Board, EDGAR special update, 10-2024
Title	Copy of CASH MANAGEMENT OF GRANTS
Code	po6112 Done - JV
Status	
Adopted	December 9, 2019

6112 - CASH MANAGEMENT OF GRANTS

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the District Administrator shall implement internal controls in the area of cash management.

The District's ~~payments~~ payment methods shall minimize the time elapsing between the transfer of funds from the ~~United States Treasury~~ Federal agency or the Department of Public Instruction (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the grantor agency or pass-through entity to request payment. The District shall request grant funds payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The District Administrator is authorized to submit payment requests as often as necessary when electronic fund transfers are used or at least monthly when electronic transfers are not used. ~~See requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used~~ Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested ~~will~~ must be as close as is administratively feasible to the actual ~~disbursement~~ disbursements by the District for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely ~~payment~~ payments to contractors in accordance with contract provisions.
- C. Whenever possible, advance payment requests by the District must be consolidated to cover anticipated cash needs for all Federal awards received by the recipient from the awarding Federal agency or Wisconsin Department of Public Instruction (DPI).
- D. ~~To the extent~~ If available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on ~~such~~ Federal funds before requesting additional cash payments. **[DRAFTING NOTE: It is generally recommended that the District request program income be added to their total award, but separating program income out and then noting how applicable credits are addressed.]**
- E. The District shall account for the receipt, ~~obligation~~ obligation, and expenditure of funds.
- F. Advance payments will be deposited and maintained in insured accounts whenever possible.
- G. Advance payments will be maintained in ~~interest-bearing~~ interest-bearing accounts unless the following apply:
 1. The District receives less than ~~\$120,000~~ \$250,000 in Federal ~~awards~~ funding per year.
 2. The best ~~reasonably~~ available interest-bearing account would not reasonably be expected to earn interest in excess of \$500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 4. A foreign government or banking system prohibits or precludes ~~interest bearing~~ interest-bearing accounts.
 5. An interest-bearing account is not readily accessible (for example, due to public or political unrest in a foreign country).
- H. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal ~~advance payments deposited in interest bearing accounts must be remitted~~ funds must be returned annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either the Automated Clearing House (ACH) network or a Fedwire Funds Service payment.
- I. All interest in excess of \$500 per year must be returned to PMS regardless of whether the District was paid through PMS. Instructions for returning interest can be found at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.
- J. All other Federal funds must be returned to the payment system of the Federal agency. Returns should follow the instructions provided by the Federal agency. All returns to PMS should follow the instructions provided at <https://pms.psc.gov/grant-recipients/returning-funds-interest.html>.

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Legal

2 C.F.R. 200.305

Book	Policy Manual
Section	Policies for the Board, EDGAR special update, 10-2024
Title	Copy of COST PRINCIPLES - SPENDING FEDERAL FUNDS
Code	po6114 - Done - JV
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

6114 - COST PRINCIPLES - SPENDING FEDERAL FUNDS

The District Administrator is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, ~~State~~State, and local laws, the associated agreements/assurances, program ~~objectives~~objectives, and the specific terms and conditions of the grant award.

Cost Principles

A cost is reasonable if it does not exceed an amount that a prudent person would incur under the circumstances prevailing when the decision was made to incur the cost. Except where otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

- A. Be necessary and reasonable for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

To determine whether a cost is reasonable, consideration shall be given to:

1. whether a cost is ~~a type~~generally recognized as ordinary and necessary for the operation ~~of the District~~or the proper and efficient performance of the Federal award;
2. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, ~~tribal~~tribal, and other laws and regulations;
3. market prices for comparable ~~goods or services~~costs for the geographic area;
4. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students or membership (if applicable), the public at large, and the Federal Government; and
5. the degree to which the cost represents a deviation from the Board's established written policies and procedures for incurring costs.

~~Whether an expenditure is necessary is determined based on the needs of the program. The expenditure must be necessary to achieve an important program objective and it must be established that the expenditure addresses an existing need.~~While Federal regulations do not provide specific descriptions of what satisfies the necessary element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need, and can prove it.

When determining whether a cost is necessary, consideration may be given to whether:

1. the cost is needed for the proper and efficient performance of the grant program;
2. the cost is identified in the approved budget or application;
3. there is an educational benefit associated with the cost;

4. the cost aligns with identified needs based on results and findings from a needs assessment
5. the cost addresses program goals and objectives and is based on program data.

A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

This standard is met if the cost:

1. is incurred specifically for the Federal award;
 2. benefits both the Federal award and other work of the District and can be distributed in proportions that may be approximated using reasonable methods; and/or
 3. is necessary to the overall operation of the District and is assignable, in part, to the Federal award in accordance with these cost principles mentioned here.
- B. Conform to any limitations or exclusions set forth in the cost principles ~~as required by law~~ 2 C.F.R. Part 200 or in the terms and conditions of the Federal award, including prohibitions regarding costs incurred for telecommunications and video surveillance services or equipment or as a substantial or essential component of any system or as critical technology as part of any system. Such prohibition also applies to funds generated as program income, indirect cost recoveries, or to satisfy cost share requirements.
- C. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
- D. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
- E. Be determined in accordance with generally accepted accounting principles
- F. Be representative of actual cost, net of all applicable ~~credits~~ credits, or offsets.

The term "~~applicable credits~~" applicable credits refers to those ~~receipts or reductions of expenditures that operate to offset or reduce expense items~~ transactions that offset or reduce direct or indirect costs allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; insurance refunds or rebates; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to or received by the ~~State~~ District relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

- G. Be not included as a match or cost-share requirements of any other Federally-financed program in either the current or a prior period, unless the specific Federal program authorizes Federal costs to be treated as such.

H. Be adequately documented:

1. in the case of personal services, the District Administrator shall implement a system for District personnel to account for time and efforts expended on grant-funded programs to ~~assure~~ document that only permissible personnel expenses are allocated;
 2. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- I. Administrative closeout costs may be incurred until the due date of the final report(s). If incurred, these costs must be liquidated prior to the due date of the final report(s) and charged to the final budget period of the award unless otherwise specified by the Federal agency.

~~Be~~All other costs must be incurred during the approved budget period. At its discretion, the Federal agency is authorized to waive prior written approvals to carry forward unobligated balances to subsequent budget periods.

The budget period means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which recipients are authorized to ~~carry out authorized work and expend~~ incur financial obligations of the funds awarded, including any funds carried forward or other revisions pursuant to ~~the law~~ 2 C.F.R. 200.308. Prior written approval from the Federal awarding agency or ~~state~~ State pass-through entity may be required to carry forward unobligated balances to subsequent budget periods, unless waived.

Selected Items of Cost

The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

The following rules of allowability must apply to equipment and other capital expenditures:

- A. Capital expenditures for ~~general purpose~~ general-purpose equipment, buildings, and land are ~~unallowable~~ allowable as direct charges, ~~except~~ but only with the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.
- B. Capital expenditures for special purpose equipment are allowable as direct costs, provided that items with a unit cost of ~~\$5,000~~ \$10,000 or more have the prior written approval of the Federal ~~awarding~~ agency or pass-through entity.
- C. Capital expenditures for improvements to land, buildings, or equipment ~~which~~ that materially increase their value or useful life are ~~unallowable~~ allowable as a direct cost ~~except~~ but only with the prior written approval of the Federal ~~awarding~~ agency, or pass-through entity.
- D. All Federally-funded contracts in excess of \$2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.
- E. Allowability of depreciation on buildings, capital improvements, and equipment shall be in accordance with 2 C.F.R. 200.436 and 2 C.F.R. 200.465.
- F. When approved as a direct cost by the Federal ~~awarding~~ agency or pass-through entity under Sections A - C, capital expenditures will be charged in the period in which the expenditure is incurred, or as otherwise determined appropriate and negotiated with the Federal ~~awarding~~ agency.
- G. The District may claim the unamortized portion of any equipment written off as a result of a change in capitalization levels by continuing to claim the otherwise allowable depreciation on the equipment, or by amortizing the amount to be written off over a period of years negotiated with the cognizant agency for indirect cost.
- H. If the District is instructed by the Federal ~~awarding~~ agency to otherwise dispose of or transfer the equipment, the costs of such disposal or transfer are allowable.
- I. Equipment and other capital expenditures are unallowable as indirect costs.

Statutory requirements may limit the allowability of costs. Any costs that exceed the maximum amount allowed by statute may not be charged to the Federal award. Only the amount allowable by statute may be charged to the Federal award.

Payments made for costs determined to be unallowable by the Federal agency, cognizant agency for indirect costs, or pass-through entity must be refunded (with interest) to the Federal Government.

Prior Written Approval

To avoid subsequent disallowance or dispute based on unreasonableness or nonallocability, the District may seek the prior written approval of the Federal agency (or, for indirect costs, the cognizant agency for indirect costs) before incurring the cost. The absence of prior written approval on any element of cost will not, in itself, affect the reasonableness or allocability of that cost unless prior approval is specifically required for allowability.

Cost Compliance

The District Administrator shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

Determining Whether a Cost is Direct or Indirect

The association of costs with a Federal award (rather than the nature of the procurement transaction) determines whether costs are direct or indirect. Costs incurred for the same purpose in like circumstances must be treated consistently as direct or indirect.

- A. Direct costs are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; program evaluation costs

or other institutional service operations; and infrastructure costs directly attributable to the program (such as long-distance telephone calls specific to the program, etc.). Direct costs may also include capital expenditures if approved by the Federal agency or pass-through entity, as well as capital expenditures for special purpose equipment with a unit cost of less than \$10,000.

If a cost benefits two (2) or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit.

- B. Indirect costs are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the District Administrator, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity.
2. Individuals involved can be specifically identified with the project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
4. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the Wisconsin Department of Instruction (DPI) or the pass-through entity (Federal funds subject to 2 CFR Part 200 pertaining to determining indirect cost allocation).

Timely Obligation of Funds

Financial obligations are orders placed for property and services, contracts and subawards made, and similar transactions that require payment under a Federal award that will result in expenditures by a recipient or subrecipient under a Federal award.

The following list illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:

If the obligation is for:

- A. Acquisition of property - on the date which the District makes a binding written commitment to acquire the property.
- B. Personal services by an employee of the District - when the services are performed.
- C. Personal services by a contractor who is not an employee of the District - on the date which the District makes a binding written commitment to obtain the services.
- D. Performance of work other than personal services - on the date when the District makes a binding written commitment to obtain the work.

- E. Public utility services - when the District receives the services.
- F. Travel - when the travel is taken.
- G. Rental of property - when the District uses the property.
- H. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E - Cost Principles - on the first day of the project period.

~~When Obligations are Made~~

~~Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.~~

~~The following table illustrates when funds are determined to be obligated under the U.S. Department of Education regulations:~~

If the obligation is for:	The obligation is made:
Acquisition of Property	On the date the District makes a binding written commitment to acquire property
Personal services by an employee of the District	When the services are performed
Personal services by a contractor who is not an employee of the District	On the date the District makes a binding agreement to obtain the services
Public utility services	When the District receives the services
Travel	When the travel is taken
Rental property	When the District uses the property
A pre-agreement cost that was properly approved by the Secretary under federal regulations, 2 C.F.R. part 200, Subpart E	On the first day of the project period

Period of Performance

All financial obligations must occur during the period of performance. Period of performance means the time interval between the start and end date of a Federal award, which may include one (1) or more budget periods. Identification of the period of performance shall be specific to the Federal award and consistent with 2 C.F.R. 200.211 and does not commit the Federal agency to fund the award beyond the currently approved budget period. ~~Period of performance means the total estimated time interval between the start of an initial Federal award when the District is permitted to carry out the work authorized by the grant and the planned end date. The period of performance may include one or more funded portions or budget periods.~~ The period of performance is dictated by statute and will be indicated in the grant award notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period for carryover. For direct grants, the period of performance is generally identified in the GAN. Note, however, that certain Federal awards have specific requirements that restrict the use of funds beyond the initial period of performance.

~~In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is awarded unless otherwise stated in the grant.~~ In the case of a State-administered grant, financial obligations under a grant may not be made until the application is approved or is in substantially approvable form, whichever is later. In the case of a direct grant, a grantee may use grant funds only for obligations it makes during the grant period unless an agreement exists with the agency or the pass-through entity (e.g., Wisconsin Department of Public Instruction) to reimburse for pre-approval expenses.

If a Federal agency or pass-through entity approves an extension, or if the District extends under C.F.R. 200.308(e)(2), the Period of Performance will be amended to end at the completion of the extension. If a termination occurs, the Period of Performance will be amended to end upon the effective date of termination. If a renewal is issued, a distinct Period of Performance will begin.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all financial obligations incurred under the award not later than ninety (90) calendar days after the ~~end of the funding period unless an extension is authorized, or other terms are provided for in the grant~~ conclusion of the period of performance of the award (or an earlier date as agreed upon by the DPI and the District). Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the ~~awarding~~ agency. Consequently, the District shall closely monitor grant spending throughout the grant cycle.

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2 C.F.R. 200.344(b)

2 C.F.R. 200.403-.407, 200.413(a)-(c), 200.430(a), 200.431(a) and 200.458

34 C.F.R. 75.703

34 C.F.R. 76.707 - .708(a)



MEMO

TO: Operations Committee

FROM: Josh Viegut, Assistant Superintendent of Operations

DATE: January 27, 2025

RE: Legal Expenses for 2nd Quarter of 2024-25

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 fourth quarter of 2024-25 for which the District was billed.

		2024 - 2025 Year to Date Legal Expenses										
		Student Services	HR Management and Administration	HR Personnel Issues and Grievances	Contract Review	Audit Related	Tax Sheltered Annuities	Board of Education	Insurance Issues	Open Records	Misc.	TOTAL
7/1/24 to 12/31/24	FIRM											
	ATTOLLES LAW	-	-	-	-	-	-	-	-	-	-	-
	BOARDMAN & CLARK LLP	-	930	-	-	-	-	150	-	-	-	1,080
	BUELOW VETTER BUIKEMA	-	-	-	-	-	-	-	-	-	-	-
	QUARLES AND BRADY	-	-	-	-	-	-	-	-	-	-	-
	RUDER WARE	-	-	-	-	-	-	-	-	-	-	-
	WISCONSIN ASSOCIATION OF SCHOOL BOARDS	-	-	-	-	-	-	-	-	-	-	-
	VON BRIESEN & ROPER	-	-	-	-	-	-	-	-	-	-	-
	STRANG, PATTESON, RENNING, LEWIS & LACY	-	-	-	-	-	-	-	-	-	-	-
	RENNING, LEWIS & LACY	1,708	1,708	436	1,951	-	-	-	-	168	-	5,970
	STRANG LAW	-	-	-	-	-	-	-	-	-	-	-
	TOTAL	1,708	2,638	436	1,951	-	-	150	-	168	-	7,050

		2024 - 2025 Year to Date Legal Expenses										
		Student Services	HR Management and Administration	HR Personnel Issues and Grievances	Contract Review	Audit Related	Tax Sheltered Annuities	Board of Education	Insurance Issues	Open Records	Misc.	TOTAL
7/1/24 to 6/30/25	FIRM											
	ATTOLLES LAW	-	-	-	-	-	-	-	-	-	-	-
	BOARDMAN & CLARK LLP	-	930	-	-	-	-	150	-	-	-	1,080
	BUELOW VETTER BUIKEMA	-	-	-	-	-	-	-	-	-	-	-
	QUARLES AND BRADY	-	-	-	-	-	-	-	-	-	-	-
	RUDER WARE	-	-	-	-	-	-	-	-	-	-	-
	WISCONSIN ASSOCIATION OF SCHOOL BOARDS	-	-	-	-	-	-	-	-	-	-	-
	VON BRIESEN & ROPER	-	-	-	-	-	-	-	-	-	-	-
	STRANG, PATTESON, RENNING, LEWIS & LACY	-	-	-	-	-	-	-	-	-	-	-
	RENNING, LEWIS & LACY	1,708	1,708	436	1,951	-	-	-	-	168	-	5,970
	STRANG LAW	-	-	-	-	-	-	-	-	-	-	-
	TOTAL	1,708	2,638	436	1,951	-	-	150	-	168	-	7,050



MEMO

TO: Education/Operations Committee of the Whole
 FROM: Josh Viegut, Assistant Superintendent of Operations
 DATE: January 27, 2025
 RE: Financial Projection Model Assumptions

Shared in this document are many of the key variables that contribute to the Frontline multi-year projection model. This is done in an effort to create a baseline using information representative of the current state, to which adjustments are subsequently made. The Frontline model primarily uses budget amounts from the 2024-25 WSD budget with percentages cast forward and adjustments made to create this baseline model. The supporting documents summarize these assumptions.

FY2025-26 5Cast Revenue and Expenditure Assumptions

EXPENDITURE ASSUMPTIONS

Salary Assumptions

Projected % Salary Increases

<input checked="" type="checkbox"/>	Teachers
<input checked="" type="checkbox"/>	Teachers - Non-Salary Sched. (e.g. Appx. B)
<input checked="" type="checkbox"/>	Administrators
<input checked="" type="checkbox"/>	Clerical
<input checked="" type="checkbox"/>	Custodial
<input checked="" type="checkbox"/>	Municipal
<input checked="" type="checkbox"/>	Food Service

	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
Teachers	3.00%	3.00%	3.00%	3.00%	3.00%
Teachers - Non-Salary Sched. (e.g. Appx. B)	3.00%	3.00%	3.00%	3.00%	3.00%
Administrators	3.00%	3.00%	3.00%	3.00%	3.00%
Clerical	3.00%	3.00%	3.00%	3.00%	3.00%
Custodial	3.00%	3.00%	3.00%	3.00%	3.00%
Municipal	3.00%	3.00%	3.00%	3.00%	3.00%
Food Service	3.00%	3.00%	3.00%	3.00%	3.00%

Teachers:

<input checked="" type="checkbox"/>	Retirement FTE's per Year
<input checked="" type="checkbox"/>	Retiree Salary or Salary Schedule Placement
<input checked="" type="checkbox"/>	Attrition FTE's per Year
<input checked="" type="checkbox"/>	Attrition Salary or Salary Schedule Placement
<input checked="" type="checkbox"/>	New Hire Salary or Salary Schedule Placement

	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
Retirement FTE's per Year	20.0	20.0	20.0	20.0	20.0
Retiree Salary or Salary Schedule Placement	\$80,593	\$82,409	\$84,243	\$86,095	\$87,966
Attrition FTE's per Year	45.0	40.0	40.0	40.0	40.0
Attrition Salary or Salary Schedule Placement	\$54,506	\$55,051	\$55,602	\$56,158	\$56,719
New Hire Salary or Salary Schedule Placement	\$53,022	\$53,552	\$54,088	\$54,629	\$55,175

Benefit Assumptions

Percent of Payroll Benefits

<input checked="" type="checkbox"/>	FICA/Medicare
<input checked="" type="checkbox"/>	WRS - Board
<input checked="" type="checkbox"/>	Life Ins. Obj 230
<input checked="" type="checkbox"/>	Disability Ins. Obj 251

	FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
FICA/Medicare	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
WRS - Board	6.80%	6.90%	7.00%	7.10%	7.20%	7.30%
Life Ins. Obj 230	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%
Disability Ins. Obj 251	0.25%	0.25%	0.25%	0.25%	0.25%	0.25%

<input checked="" type="checkbox"/>	Health Ins. - Percent Increase
<input checked="" type="checkbox"/>	Dental Ins. - Percent Increase

	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
Health Ins. - Percent Increase	5.00%	4.00%	4.00%	4.00%	4.00%
Dental Ins. - Percent Increase	0.00%	0.00%	0.00%	0.00%	0.00%

Non-Salary & Benefit Expenditure Assumptions

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	General Fund 10 Assumptions (% change)					
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	Utilities Assumptions (Function 2530) (% change)					
	331 Gas for Heat	1.00%	1.00%	1.00%	1.00%	1.00%
	336 Electricity Other Than Heat	1.00%	1.00%	1.00%	1.00%	1.00%
	337 Water	1.00%	1.00%	1.00%	1.00%	1.00%
	338 Sewerage	1.00%	1.00%	1.00%	1.00%	1.00%
	339 Other Utilities	1.00%	1.00%	1.00%	1.00%	1.00%

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	Transportation Assumptions (Function 2560) (% change)					
	341 Contracted Pupil Transportation	10.00%	2.50%	2.50%	2.50%	2.50%
	348 Vehicle Fuel	0.00%	2.50%	2.50%	2.50%	2.50%

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	District Insurance (% change)					
	711 District Liability	0.00%	0.00%	0.00%	0.00%	0.00%
	712 District Property	0.00%	0.00%	0.00%	0.00%	0.00%
	713 Workers Compensation	0.00%	0.00%	0.00%	0.00%	0.00%
	730 Unemployment Compensation	0.00%	0.00%	0.00%	0.00%	0.00%
	790 Insurance & Judgements					

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	Fund 27 Assumptions (% change)					
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	Fund 50 Assumptions (% change)					
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	2.00%	2.00%	2.00%	2.00%	2.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

		FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
<input checked="" type="checkbox"/>	Fund 80 Assumptions (% change)					
	300 Purchased Services	0.00%	0.00%	0.00%	0.00%	0.00%
	400 Non-Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	500 Capital Objects	0.00%	0.00%	0.00%	0.00%	0.00%
	600 Debt Service	0.00%	0.00%	0.00%	0.00%	0.00%
	900 Other Expenditures	0.00%	0.00%	0.00%	0.00%	0.00%

Manual Adjustments - Ongoing

Fund	Object	Function	Description	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
10			Open Enrollment Tuition (net expense increase)	2.00%	2.00%	2.00%	2.00%	2.00%
10			Wisc Parental Choice Program Vouchers	10%	0%	0%	0%	0%

REVENUE ASSUMPTIONS

Equalized Value/General State Aid/Revenue Limit

<input checked="" type="checkbox"/>	Oct 15 Equalized Valuation (% change)
<input checked="" type="checkbox"/>	Oct 15 Exempt Computer (% change)
<input checked="" type="checkbox"/>	Per Pupil Revenue Limit Increase
<input checked="" type="checkbox"/>	Transfer of Service (\$ amount)
<input checked="" type="checkbox"/>	Per Pupil Categorical Aid Amount Increase

FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
2.00%	2.00%	2.00%	2.00%	2.00%
0.00%	0.00%	0.00%	0.00%	0.00%
\$325	\$325	\$325	\$325	\$325
\$0	\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0	\$0

Other Revenue Assumptions

<input checked="" type="checkbox"/>	Investment Income (% change)
-------------------------------------	------------------------------

FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
-10.00%	-10.00%	-10.00%	0.00%	0.00%

Revenue Limit Exemptions

<input checked="" type="checkbox"/>	Energy Efficiency, Debt Service (\$ amount)
<input checked="" type="checkbox"/>	Energy Efficiency, Utility Savings (\$ amount)

FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
\$2,102,620	\$2,104,070	\$0	\$0	\$0
\$31,322	\$32,574	\$0	\$0	\$0

Levy Assumptions

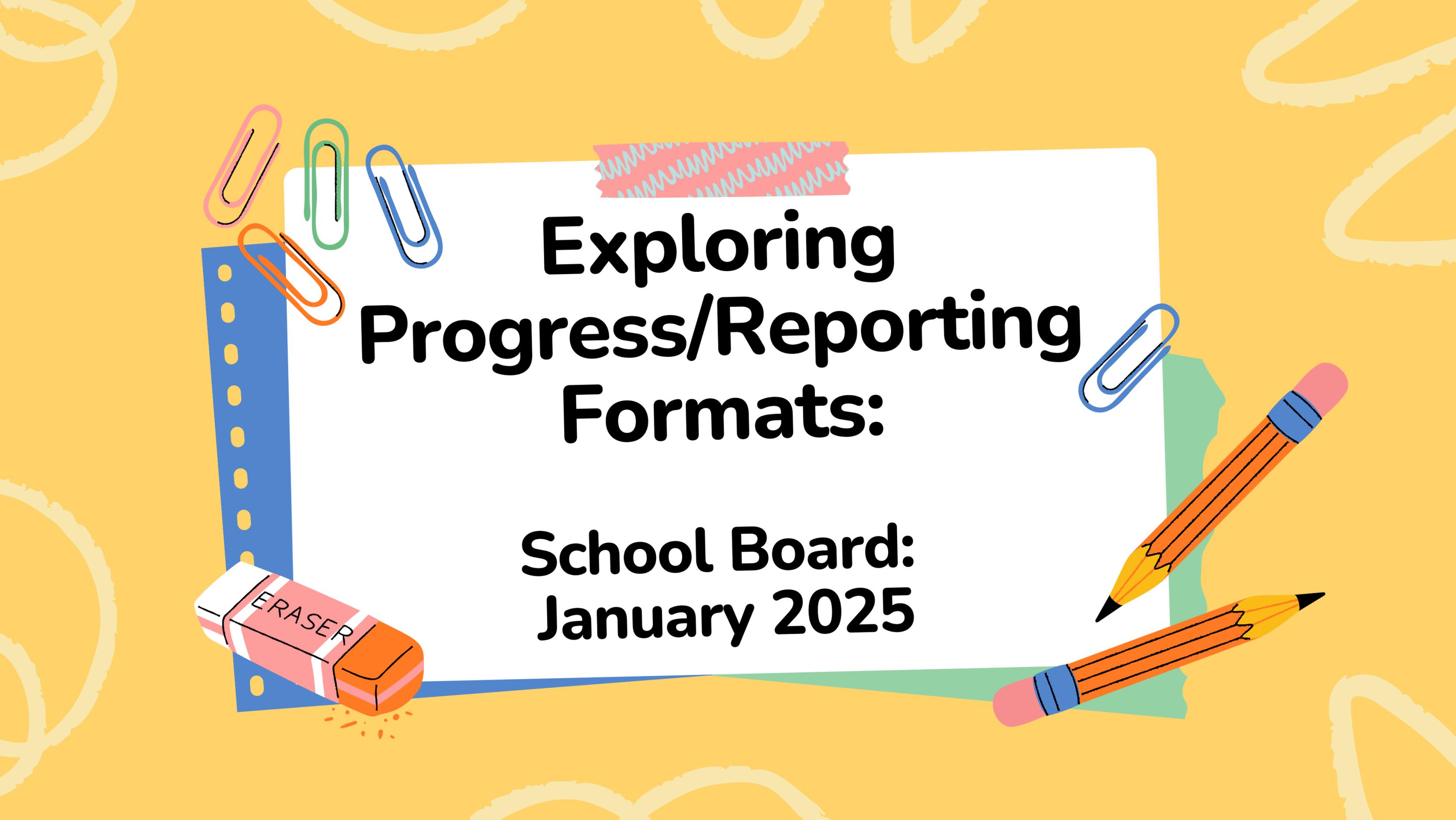
<input checked="" type="checkbox"/>	Fund 80 Levy (\$ amount)
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FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
\$792,200	\$792,200	\$792,200	\$792,200	\$792,200

SPED Aid Reimbursement Percent

SPED Aidable Cost Reimbursement % (DPI Req.)

FY24-25	FY25-26	FY26-27	FY27-28	FY28-29	FY29-30
30.00%	33.30%	33.30%	33.30%	33.30%	33.30%



**Exploring
Progress/Reporting
Formats:**

**School Board:
January 2025**

Learning Outcomes



Explore Options for Progress/Reporting:

Report Cards /PT Conference Structure



Process and Structure – primary focus



Content of Report Cards– secondary focus
Spring – Summer 2025



We are piloting in the 2nd semester. If survey/feedback support –we could shift to this structure in the 25–26 School Year.

Background

Survey Results
Survey Spreadsheet Results



What does the feedback tell us?

There was a significant desire to explore shifting to semester “progress reporting” with a Report Card Format – and 1st and 3rd quarter “progress reporting” with a personal connection with parents.

either

NEITHER

What did the Report Card Committee Explore and Engage in?

- What information is most important to include on the Report Card?
- What makes report cards meaningful and engaging?
- How can students be involved in the reporting process?
- What is most important for us to share at 3rd quarter Conferences to ensure parents have received relevant and appropriate information to support the school/home partnership, and the continued growth of their child.

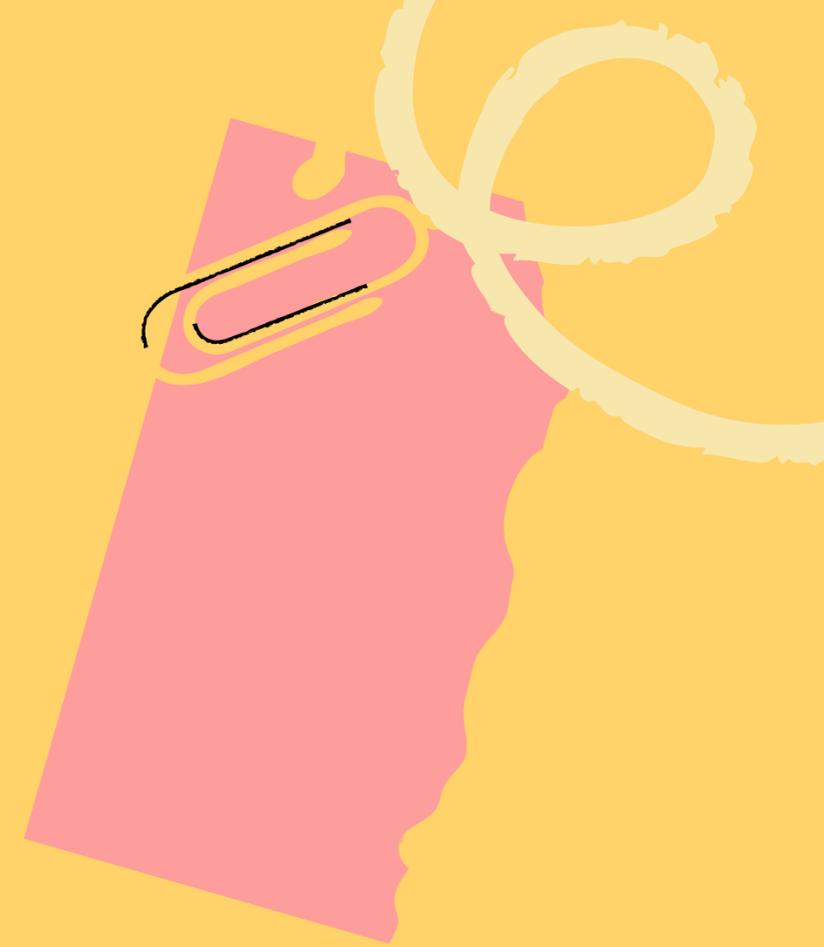
What is the Purpose of Report cards?

either

LOOSE ENDS - TIE UP

WHAT HAPPENS TO RECORD KEEPING 1/2 DAYS IN 1ST AND 3RD QUARTERS?

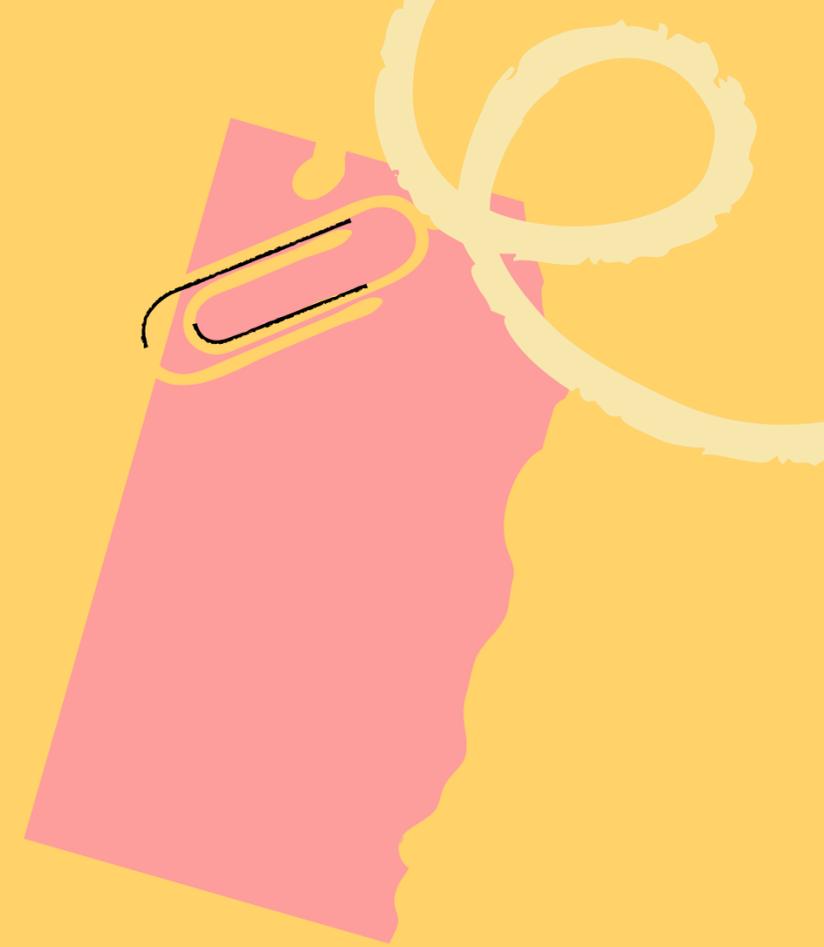
- Focus Shifts to Parent/Teacher Conference In Person Reporting preparation for 1st and 3rd Quarters
- 2nd and 4th Quarters (Semesters) - reporting preparation in the form of Report Cards



LOOSE ENDS - TIE UP

WHAT ABOUT GRADING WINDOWS?
PER TEACHER REQUEST - WE WOULD LIKE TO EXPLORE
OPENING UP WINDOWS:

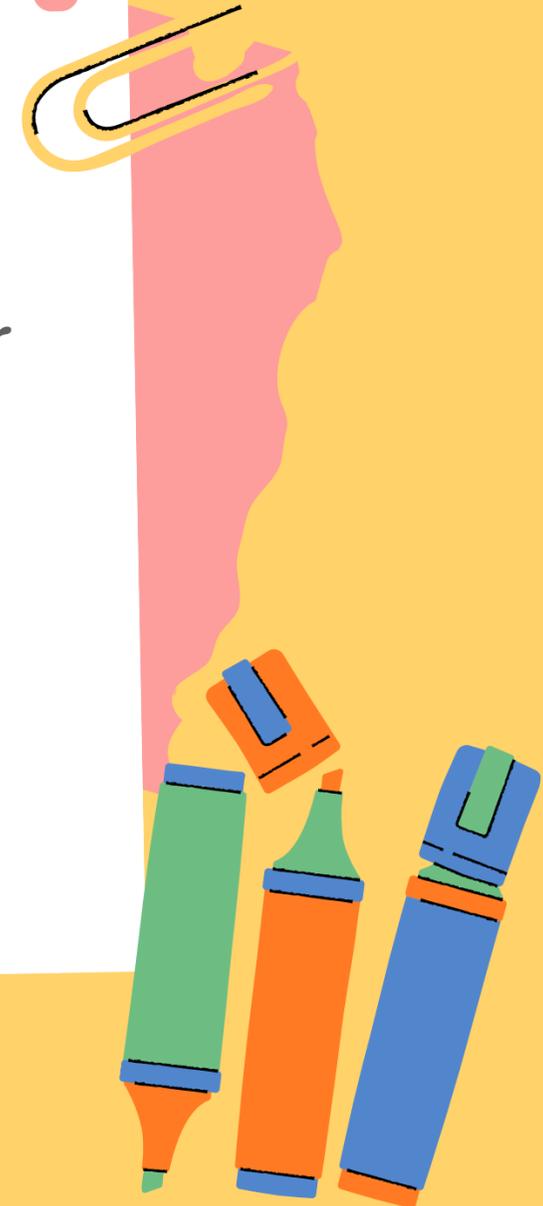
WE HAVE OPENED UP THE REPORT CARD GRADING WINDOWS
TO BROADEN OPPORTUNITIES FOR ENCORE AND CLASSROOM
TEACHERS TO REPORT ON STANDARDS AND CONCEPTS
TAUGHT.



What Does Communication Look Like if a change is made?

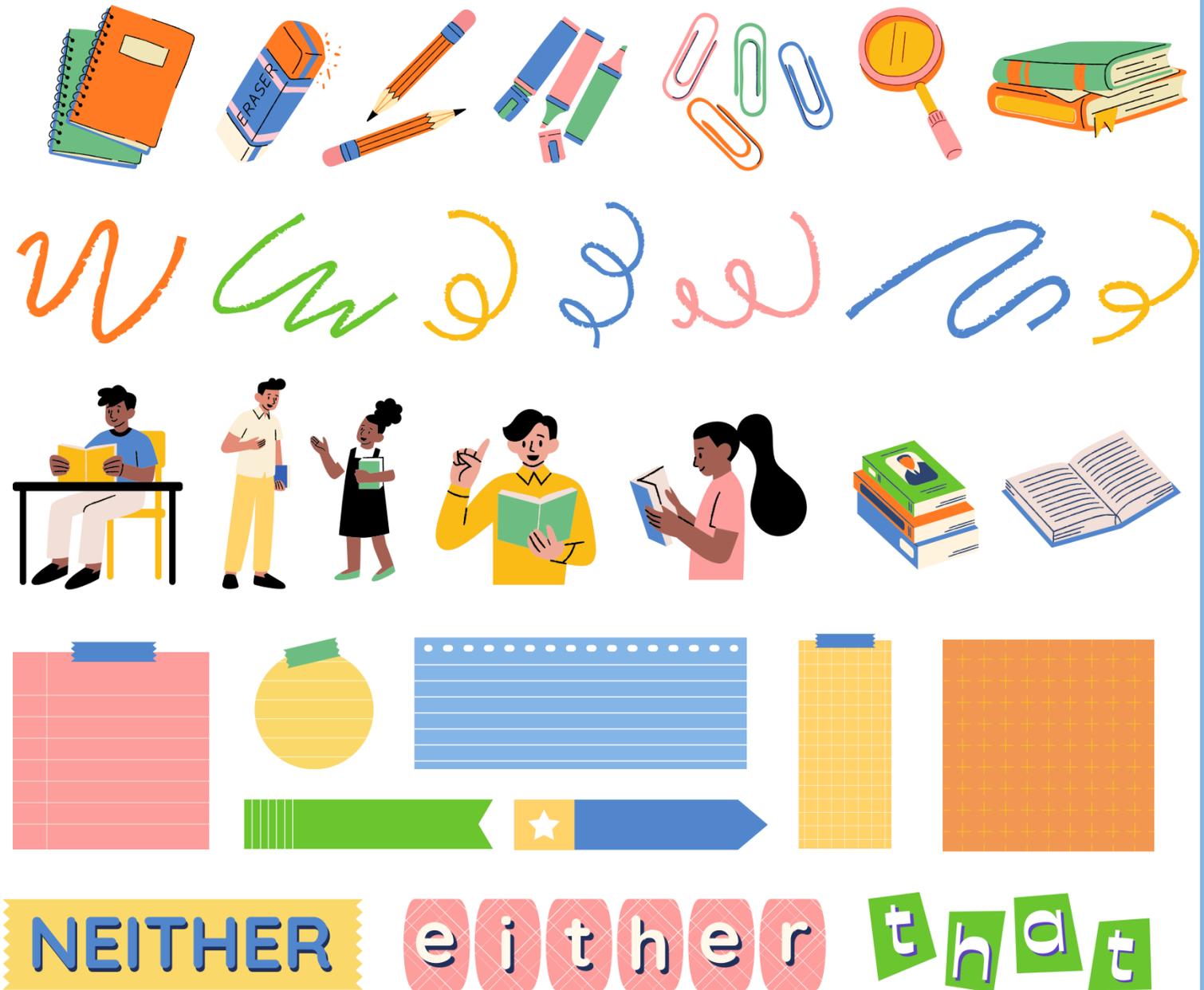
Communicating the Change to Parents

- Parent Communication –
- Went Home with 2nd quarter report cards – paper and/or electronic per your practice now.
- District will also send that Communication via Diana as well.
- Parent FAQs – to accompany that communication
 - Purpose – to help with immediate questions we feel parents might have:



Whats Next?

- Pilot will run 2nd semester of this school year
- Parent and Teacher Surveys will go out after 3rd quarter conferences
- Report Card Committee will reconvene to make further recommendations in April/May
- Content Area Revisions will begin with SEL Coaches, ELA and Math Leadership Teams, and Report Card Committee interested members in Spring - through Summer 2025 for updates to current Report Card





Wausau School District's Road To Success

Consolidation Planning

Accomplishments:

- **Start of Planning**
- **Listening Sessions at Closing & Receiving Schools**
- **Re-opened the Retirement Window**
- **Active Communication with Staff & Families**



**2025-2026
School Year**

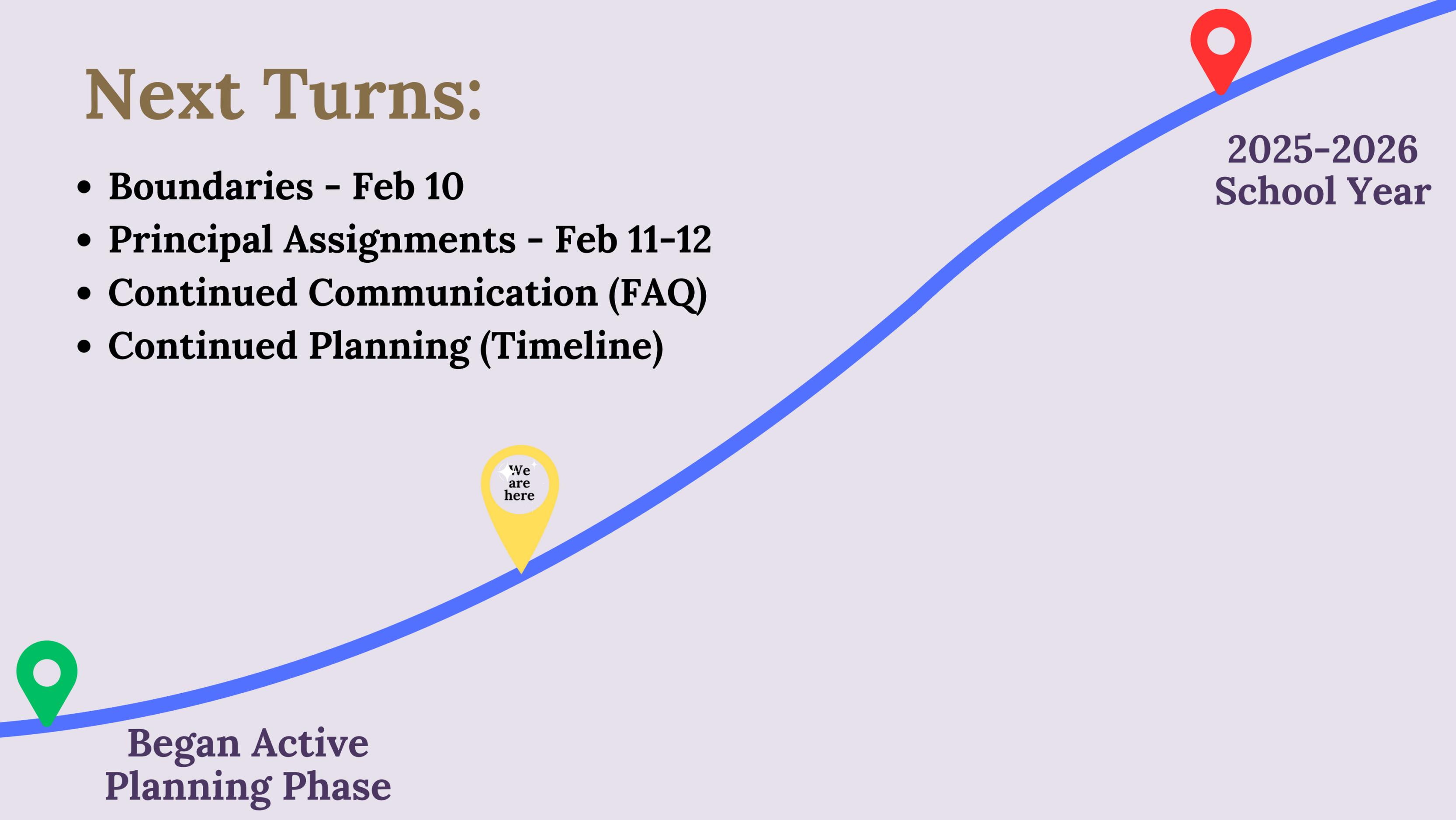
- **Consolidation Web Page is Up**
- **FAQ Document Started (More to Come)**
- **Staff & Principal Surveys Sent**
- **Summer School Locations Determined:**
 - **Hawthorn, South Mountain & Stettin**



**Began Active
Planning Phase**

Next Turns:

- **Boundaries - Feb 10**
- **Principal Assignments - Feb 11-12**
- **Continued Communication (FAQ)**
- **Continued Planning (Timeline)**



**2025-2026
School Year**

**We
are
here**



**Began Active
Planning Phase**

On the Horizon:

- **Finalize Building Maps**
- **Staff Assignments**
- **Transportation Plans**
- **Moving Details**



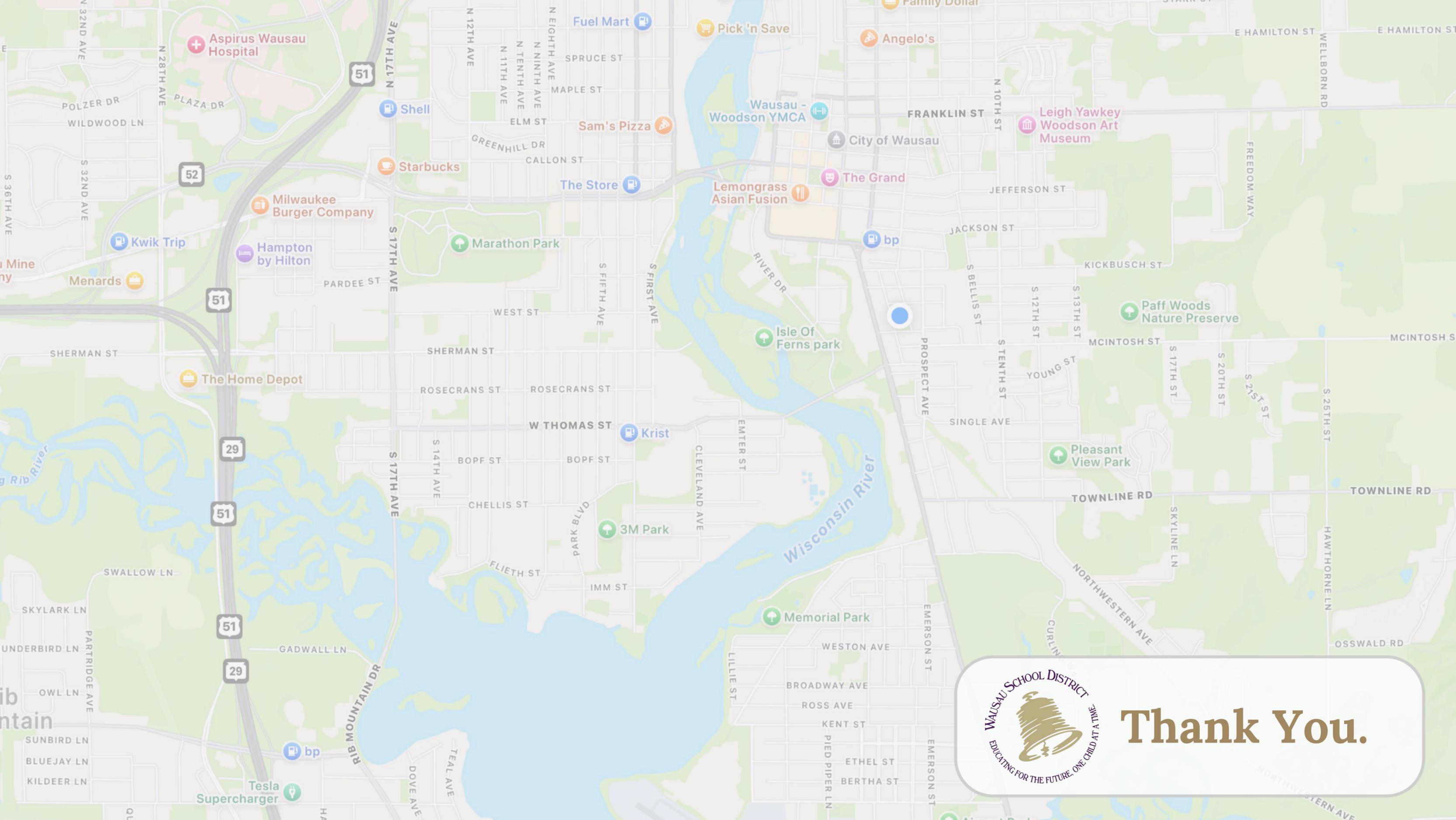
- **Honor closing schools**
- **Collaboration with Merging Schools**
- **Finding New Home for Red Granite**



**2025-2026
School Year**



**Began Active
Planning Phase**




Thank You.