

**Shared Key Interests**

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

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

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

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

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

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

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

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

**Wausau School District**

Board of Education Meeting Agenda

In Compliance with the Wisconsin Open Meeting Law

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

James Bouché, President  
Cory Sillars, Clerk

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 **5:15 PM** on **Monday, April 28, 2025.**

- I. Call to Order
- II. Approve the Minutes
- III. EXCELLENCE IN ACTION: GD Jones
- IV. Public and Student Comment
- V. UHT Zone Review (**Action Requested**)
- VI. Debt Defeasance Approval from PMA for BoD (**Action Requested**)
- VII. Health Insurance Changes (**Possible Action Requested**)
- VIII. Direct Primary Care
- IX. Fund 80 - Middle School Athletics (**Action Requested**)
- X. Neola Update (**Action Requested**)
- XI. 2025-26 Budget Reconciliation Plan (**Action Requested**)
- XII. Adjourn

NOTICE POSTED: Friday, April 25, 2025, at 2:00 pm

By: \_\_\_\_\_

**NOTICE SENT TO:**

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

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**

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A Education/Operations Committee Meeting of the Board of Education of the Wausau School District was held Monday, March 17, 2025, beginning at 5:05 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

Present: Sarah Brock via Webex; Jon Creisher; Pat McKee; Jennifer Paoli; Joanna Reyes; Jane Rusch; and Lance Trollop.

Absent: James Bouche; and Cory Sillars.

### I. Call to Order

The meeting was called to order at 5:05 pm.

### II. Approve the Minutes

**Jennifer Paoli moved to approve the minutes of February 24, 2025; seconded by Jon Creisher. The motion carried 7-0.**

### III. EXCELLENCE IN ACTION: EEA

EEA Principal, Dr. Shannon Young, provided a brief update on the exciting things happening at EEA.

### IV. Public and Student Comment

There was none.

### V. Wisconsin School Nutrition Purchasing Cooperative Agreement (WiSNP) (**Action Requested**)

**Joanna Reyes moved to recommend to the full Board of Education to continue membership in the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-Op Food Buying Group) by passing the presented resolution and agreeing to the 2025-26, 66.0301 cooperative agreement, seconded by Jennifer Paoli. The motion carried 7-0.**

### VI. Referendum Update

Cale Bushman gave a brief update on the upcoming referendum.

### VII. Red Granite Update

Red Granite Leadership and Administration discussed with the School Board the progress being made on site development planning.

### VIII. Calendar Update (**Action Requested**)

**Jon Creisher moved to recommend to the full Board the approval to make Thursday, June 5<sup>th</sup> a full day of learning for all Wausau School District students and June 6<sup>th</sup> a half day for secondary students only – Making Monday, June 9<sup>th</sup> the last day for teachers, seconded by Jennifer Paoli. The motion carried 7-0.**

IX. Real Estate Attorney

Jenna Rousseau, Attorney with Renning, Lewis, and Lacey led the Board through a discussion on school building sales.

X. Adjourn

**Pat McKee moved to adjourn, seconded by Joanna Reyes. The motion carried at 5:52 pm.**

Respectfully Submitted,

Jennifer Paoli,  
Board Clerk

JP:cp

**Chad D. Billeb**  
Sheriff



**William B. Millhausen**  
Chief Deputy

## Marathon County Sheriff's Office

500 Forest Street, Wausau, WI 54403

Non-Emergency Phone: 715.261.1200 • [www.MarathonCountySheriff.org](http://www.MarathonCountySheriff.org)

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April 5<sup>th</sup>, 2025

Melody Sodke  
Administrative Assistant – Business Services & Transportation  
Wausau School District  
Longfellow Administration Center  
415 Seymour Street.  
P.O. Box 359  
Wausau, WI 54403

Ms. Sodke,

Per your request I have reviewed the Unusually Hazardous Transportation (UHT) Plan and the Secondary School UHT Plan for the Wausau School District. Both plans include addresses which are inside two miles from their respective elementary and secondary schools and would normally not offer transportation but have been declared unusually hazardous by the District and First Student.

The areas reviewed include the following: Stettin Elementary School UHT Zone, Rib Mountain Elementary School UHT Zone, South Mountain Elementary School UHT Zone, Thomas Jefferson Elementary School UHT Zone 1 and Zone 2, GD Jones Elementary School UHT Zone 1, Zone 2, and Zone 3, Riverview Elementary School UHT Zone, Franklin Elementary School UHT Zone 1 and Zone 2, John Marshall Elementary School UHT Zone, and John Muir Middle School and Wausau West High School UHT zone.

In reference to the plans provided, I have no further suggestions. I believe the plans provided look out for the best interest of the student's safety. The following were considered: Age of pupils, lack of sidewalks, lack of crossing guards, lack of local law enforcement, railroad crossings, width of shoulder of road/highway, traffic counts, temporary hazards such as construction projects or street repairs, and other conditions identified by local units of government.

If you have any further questions, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Van Offeren".

Michael Van Offeren  
Lieutenant  
Highway Safety Coordinator  
Marathon County Sheriff's Office  
500 Forest Street  
Wausau, WI 54403



**Crossing Guard Site Changes 2025-2026**

2025-2026 School Site	Former School Site	Crossing Guard Location	Discontinuing or adding this site	Why?
Franklin Elementary	Hawthorn Hills Elementary Split	Franklin Street & N. 7th Street	Adding	Students in a walk-zone from the former HH attendance area consolidated into Franklin can cross here on marked crosswalks w/a crossing guard due to higher traffic count.
John Marshall Elementary	Hawthorn Hills Elementary Split	S. 10th Street & Kickbusch Street	Discontinuing	All students in this section will now be in a UHT for John Marshall and use yellow busing so crossing guard is no longer necessary here.
Thomas Jefferson Elementary	Grant Elementary	Merrill Avenue (Business 51) and W. Stowbridge Street	Adding	Students in a walk-zone will be able to cross here on a marked crosswalk w/a crossing guard due to the higher traffic volume. These students can then continue to travel up the sidewalk on Business 51 to Randolph Street where there is a crossing guard currently in place OR they can cut over to 4th Avenue after using this new crossing guard site and walk up the 4th Avenue sidewalk and cross at Randolph and 3rd Avenue where there is also currently a crossing guard in place.
GD Jones Elementary	Lincoln Elementary	Sherman Street and S. 12th Avenue	Adding	Students in a walk-zone from the former Lincoln attendance area consolidated into GD Jones can cross here w/a crossing guard due to street width and traffic count.. This will also then feed into the crossing guard currently in place at Rosecrans and S. 12th Avenue.

**Current Crossing Guard Sites Before the 2025-2026 Elementary Consolidation**

<b>School Site</b>	<b>Crossing Guard Location</b>	<b>Keeping or Discontinuing in Elementary Consolidation 2025</b>
Franklin Elementary	E. Bridge Street & N. 5th Street (1)	Keeping
Franklin Elementary	E. Bridge Street & N. 6th Street (1)	Keeping
GD Jones Elementary	W. Rosecrans & S. 12th Avenue (1)	Keeping
GD Jones Elementary	W. Thomas Street & S 11th Avenue (1)	Keeping
Grant Elementary	W. Bridge Street & N. 6th Avenue (2)	Keeping for new Thomas Jefferson attendance area
Hawthorn Hills Elementary	S. 10th Street & Kickbusch Street (1)	Discontinuing
John Marshall Elementary	Kent Street & Lamont Street (1)	Keeping
John Muir Middle School	Stewart Avenue & S. 12th Avenue (2)	Keeping
Lincoln Elementary	S. 3rd Avenue & West Street (1)	Keeping for new GD Jones attendance area
Rib Mountain Elementary	Rib Mountain Drive & Robin Lane (1)	Keeping
Rib Mountain Elementary	Robin Lane & Hummingbird Road (1)	Keeping
Rib Mountain Elementary	Partridge Avenue & County Rd NN (1)	Keeping
Stettin Elementary	Stettin Drive & N. 56th Avenue (1)	Keeping
Thomas Jefferson	Merrill Ave (Bus. 51) and Randolph Street (2)	Keeping
Thomas Jefferson	N. 3rd Ave & Randolph Street (1)	Keeping

*2023-2024 Crossing Guard Expense to WSD was \$42,986.84 (we pay 29.75% of City of Wausau Crossing Guard Expenses) for 15 Crossing Guards currently. Discontinuing one position and adding 3 (17 crossing guards) would cost WSD an estimated additional \$5,731.49 per school year.*

# Wausau School District

## Secondary School Unusually Hazardous Transportation Plan

April 28, 2025

*It is the mission of the Wausau School District to advance student learning, achievement, and success.*



The Wausau School District presents this Unusually Hazardous Transportation (UHT) Plan to the Wisconsin Department of Public Instruction (DPI). Once approved, the students living in the identified areas, which are all within two miles from their respective secondary schools, will be offered transportation to and from school.



**Wausau School District**  
415 Seymour Street  
P.O. Box 359  
Wausau, WI 54402-3059  
Phone: 715-261-0500

# Wausau School District Secondary Unusually Hazardous Transportation Plan

April 28, 2025

## John Muir Middle School and Wausau West High School

Unusually Hazardous Transportation (UHT) from Stewart Avenue from just West of South 39th Avenue going East to the West side of 17th Avenue. Continue North on the West side of 17th Avenue to Bridge Street. Continue West along Bridge Street to Westwood Drive. Continue Southwest along Westwood Drive over to North 28th Avenue. Continue North on North 28th Avenue to West Wausau Ave. Continue West on West Wausau Avenue to just West of North 30th Avenue. Continue South to just Northeast of North 32nd Avenue and Maple Hill Drive intersection. Continue West going just North of the North 32nd Avenue and Maple Hill Drive intersection until you are just Northwest of said intersection. Continue diagonally Southwest to Hilltop Avenue just West of North 36th Ave. Continue South to just Northwest of the Emerald Drive and 36th Avenue intersection. Continue West to just East of Stettin Drive and then South to Stewart Avenue.

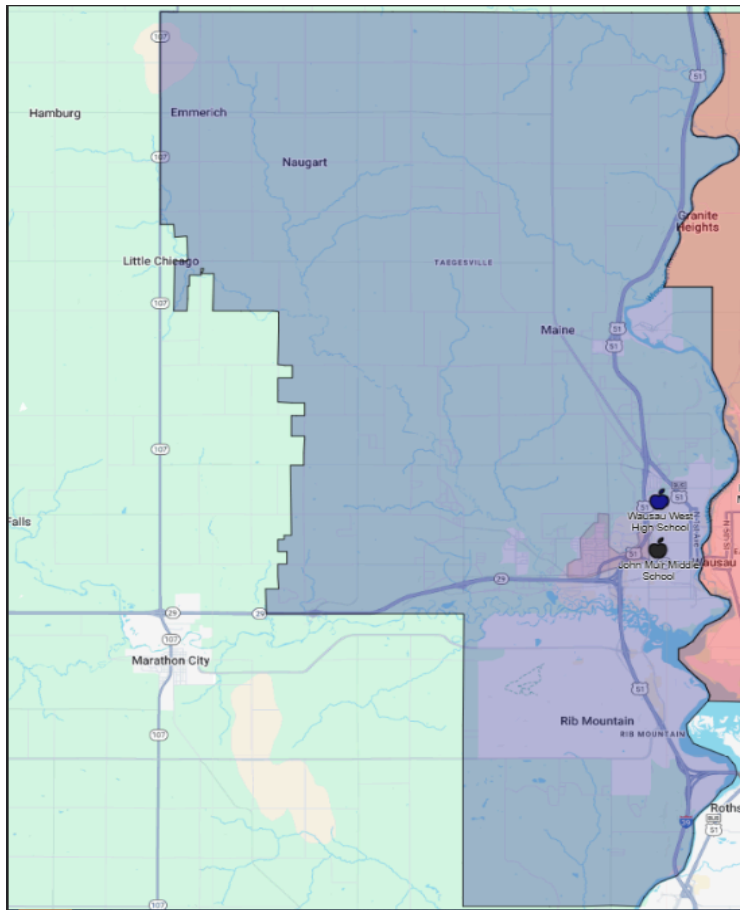
This area is identified as hazardous for secondary level students because of high traffic counts, there are limited traffic lights, vehicles traveling at a high rate of speed, lack of sidewalks and lack of crossing guards. The UHT area will be offered Metro Ride bus service for free.

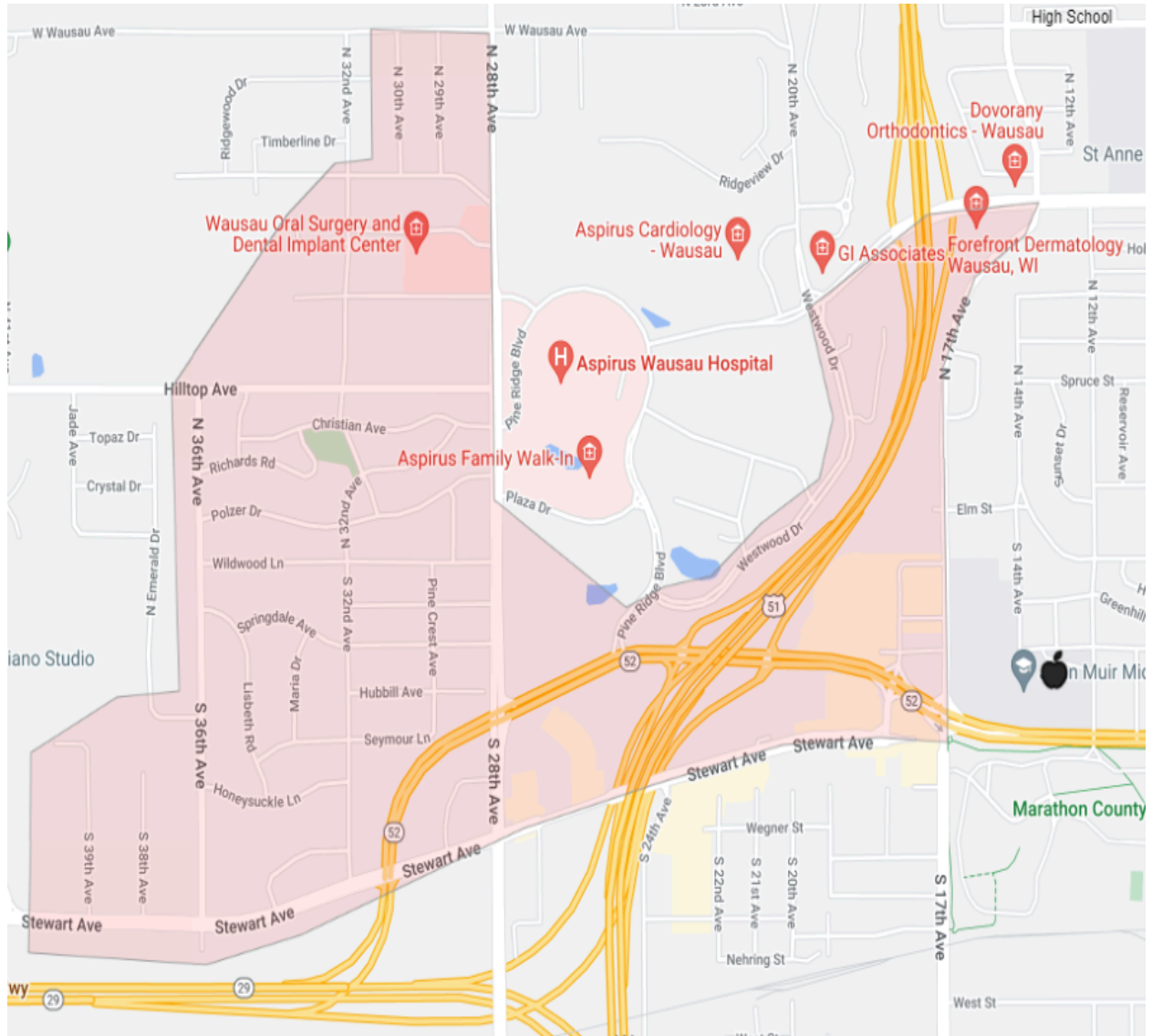


Represents the location of Wausau West High School



Represents the location of John Muir Middle School





# Wausau School District

## Elementary School Unusually Hazardous Transportation Plan

April 28, 2025

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**Wausau School District**  
415 Seymour Street  
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# Wausau School District Elementary Unusually Hazardous Transportation Plan

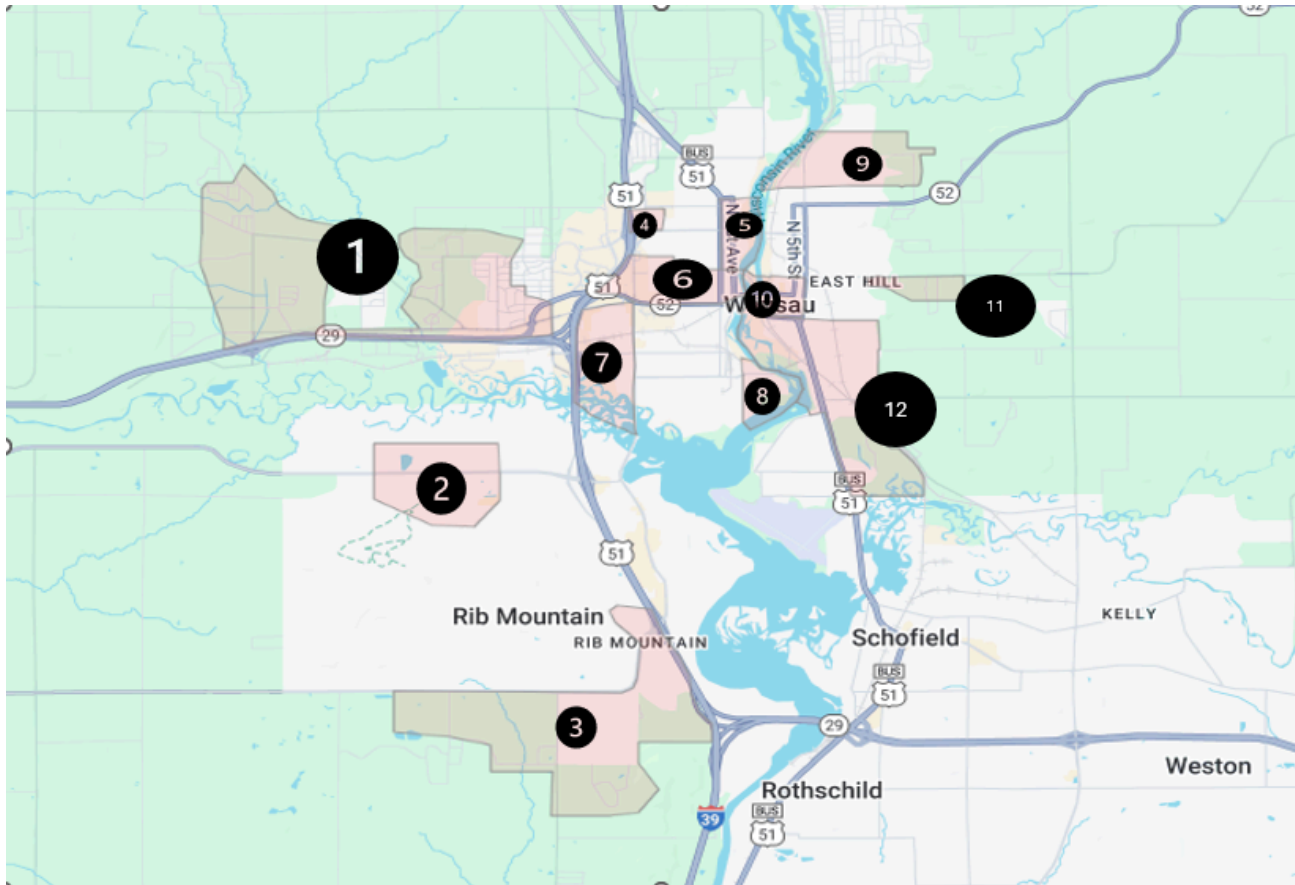
2025-2026 school year and beyond

April 28, 2025

The following represents the Elementary School Unusually Hazardous Transportation (UHT) Plan for the Wausau School District. It is a comprehensive plan that includes addresses in the District which are less than two miles from the assigned elementary school for that address whose route to that school is considered unusually hazardous. Factors considered for declaring these areas as unusually hazardous are: age of pupils, lack of sidewalks, lack of crossing guards, lack of local law enforcement, railroad crossings, width of shoulder or road/highway, traffic counts, temporary hazards such as construction projects or street repairs and other conditions identified by local units of government.

## Summary of all UHT Elementary Zones in the District

Each Elementary School UHT Zone is labeled with a number corresponding to all the individual zones to follow.

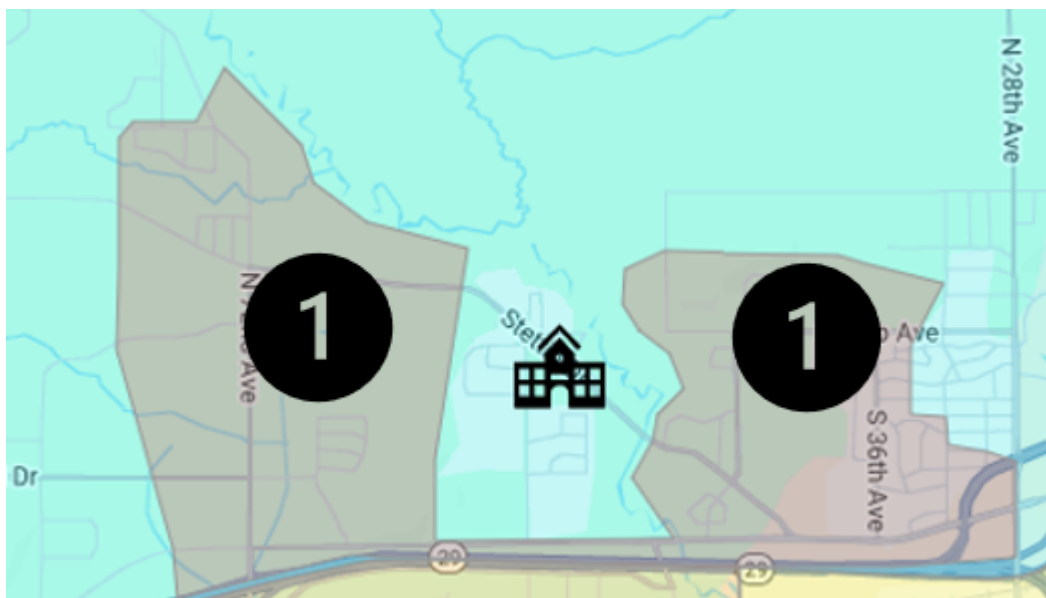
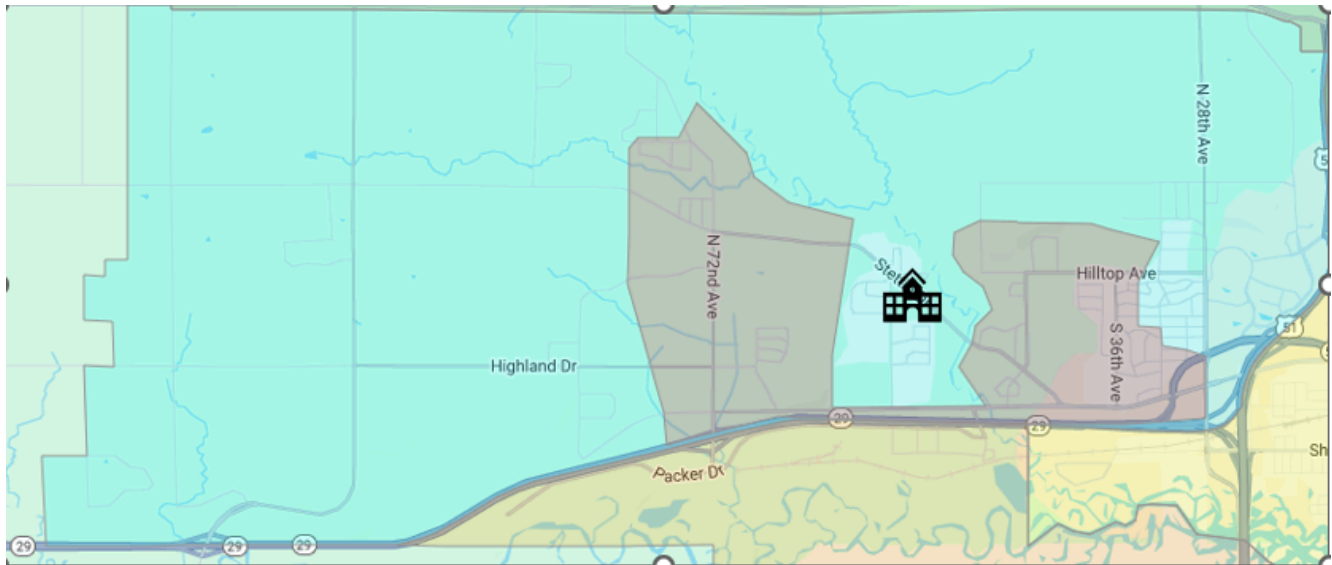


**1. Stettin Elementary School UHT Zone**

Unusually Hazardous Transportation (UHT) area to the south, east, and west of Stettin Elementary School. The western and eastern portions of the area are identified as hazardous because of high traffic counts on Stettin Drive, vehicles travel at a high rate of speed, along with lack of sidewalks and narrow shoulders. The southern part of this UHT is identified as hazardous because of the high traffic count, high speed of traffic, and lack of sidewalks on Stewart Ave. The UHT area will be offered yellow bus service.



Represents location of Stettin Elementary School

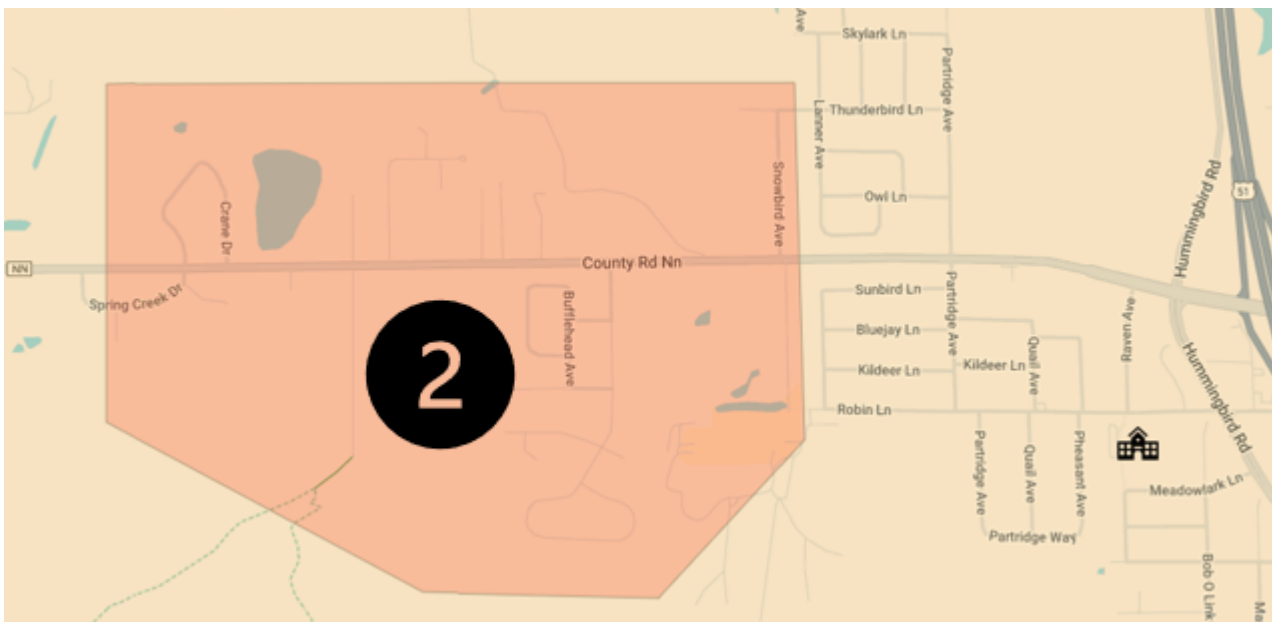
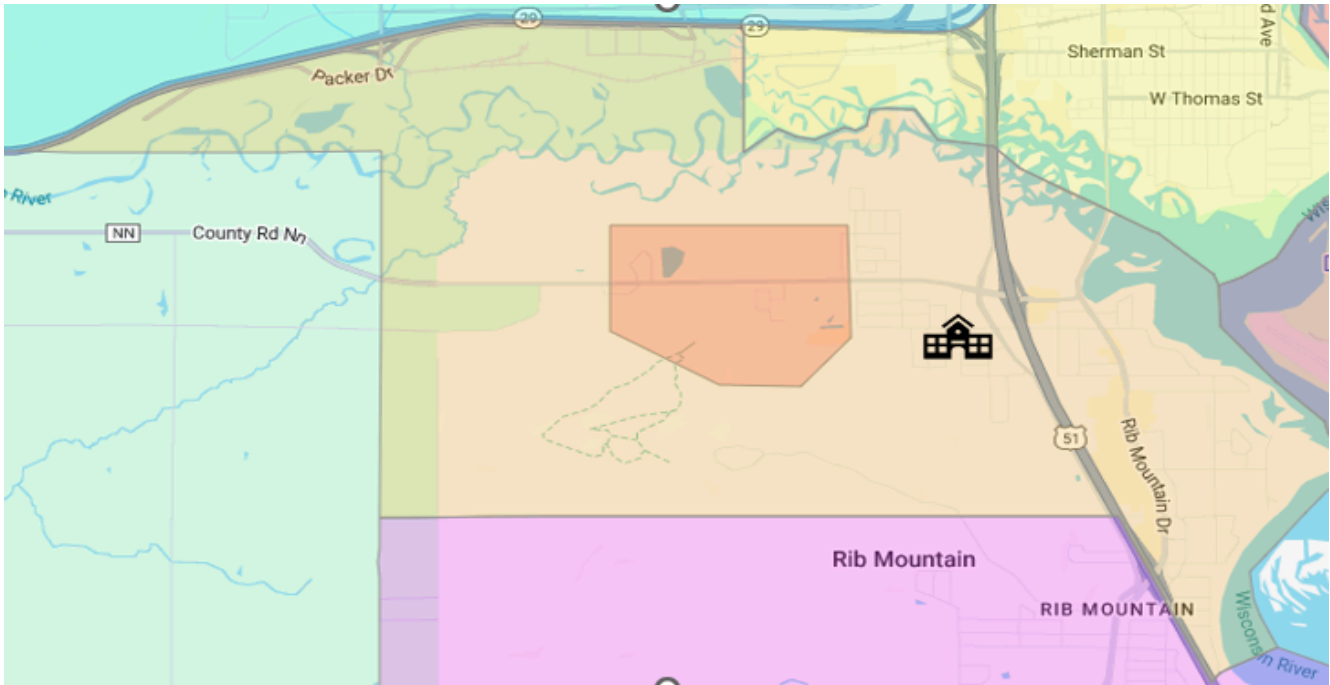


## 2. Rib Mountain Elementary School UHT Zone

Unusually Hazardous Transportation (UHT) area to the west of Rib Mountain Elementary School on both sides of North Mountain Road. This area is identified as hazardous because of high traffic counts on North Mountain Road, vehicles travel at a high rate of speed, along with lack of sidewalks and narrow shoulders. The UHT area will be offered yellow bus service.



Represents location of Rib Mountain Elementary School

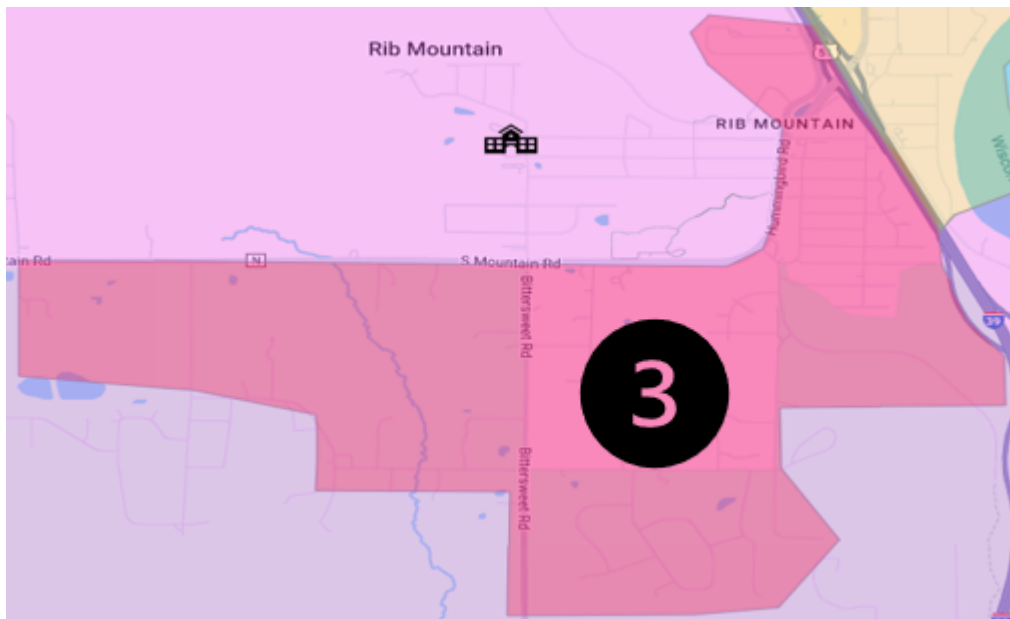
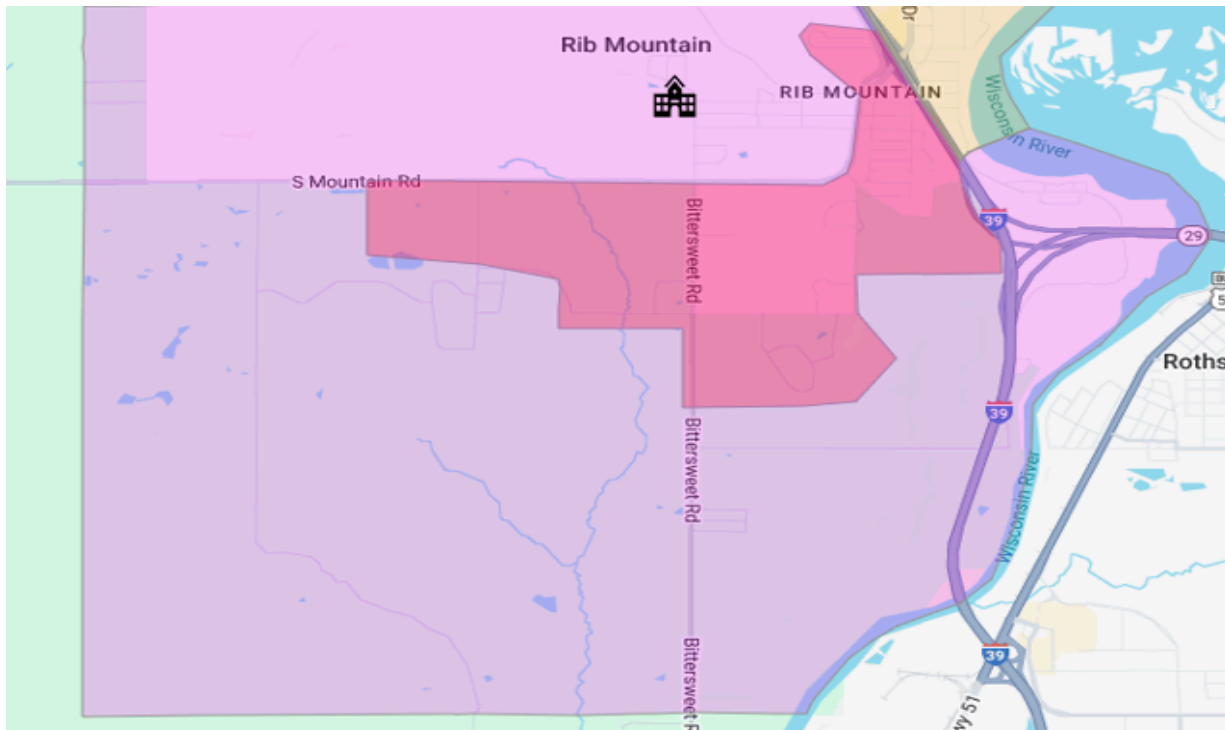


### 3. South Mountain Elementary School UHT Zone

Unusually Hazardous Transportation (UHT) area to the south of South Mountain Elementary School including the area inside the two mile limit and south of South Mountain Road along with addresses off of Hummingbird Road. This area is identified as hazardous because of high traffic counts on South Mountain Road, vehicles travel at a high rate of speed, along with lack of sidewalks and narrow shoulders. The UHT area will be offered yellow bus service.



Represents location of South Mountain Elementary School



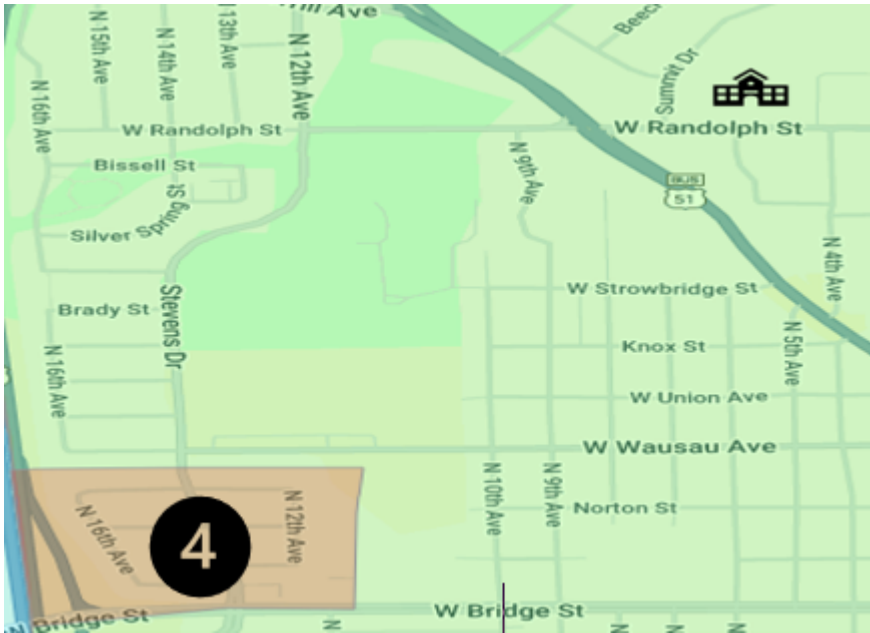
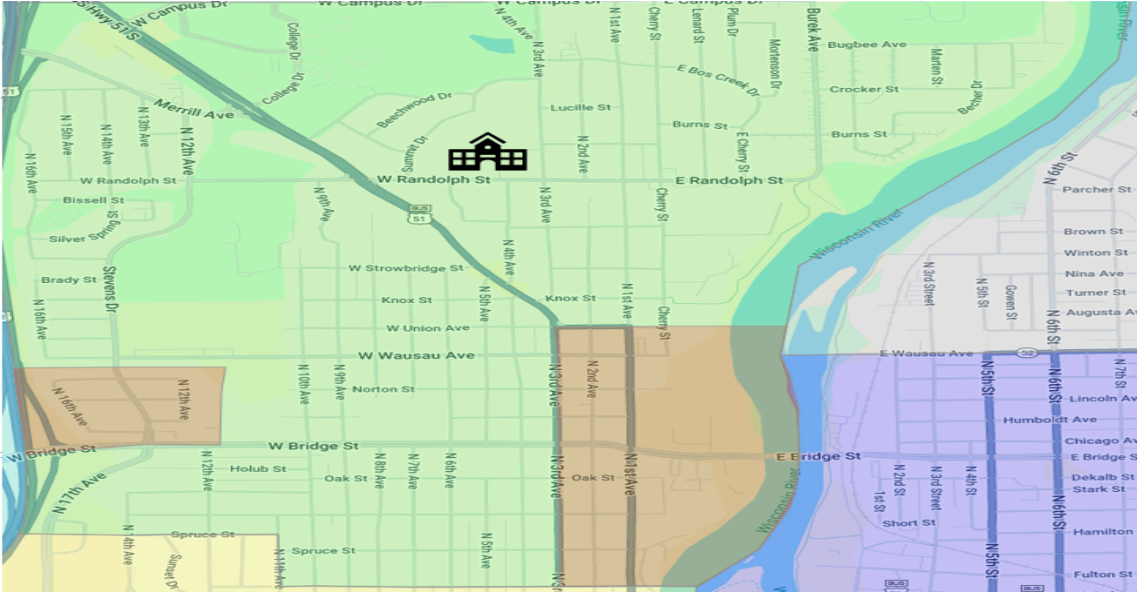
**4. Thomas Jefferson Elementary School UHT Zone (1)**

Unusually Hazardous Transportation (UHT) area west of Stevens Drive and north of Bridge St. for Thomas Jefferson Elementary School

Unusually Hazardous Transportation (UHT) along Stevens Drive and north of Bridge Street. This area is identified as hazardous because of high traffic counts on Stevens Drive and lack of a crossing guard on Stevens Drive/Wausau Avenue. The UHT area will be offered yellow bus service.



Represents location of Thomas Jefferson Elementary School

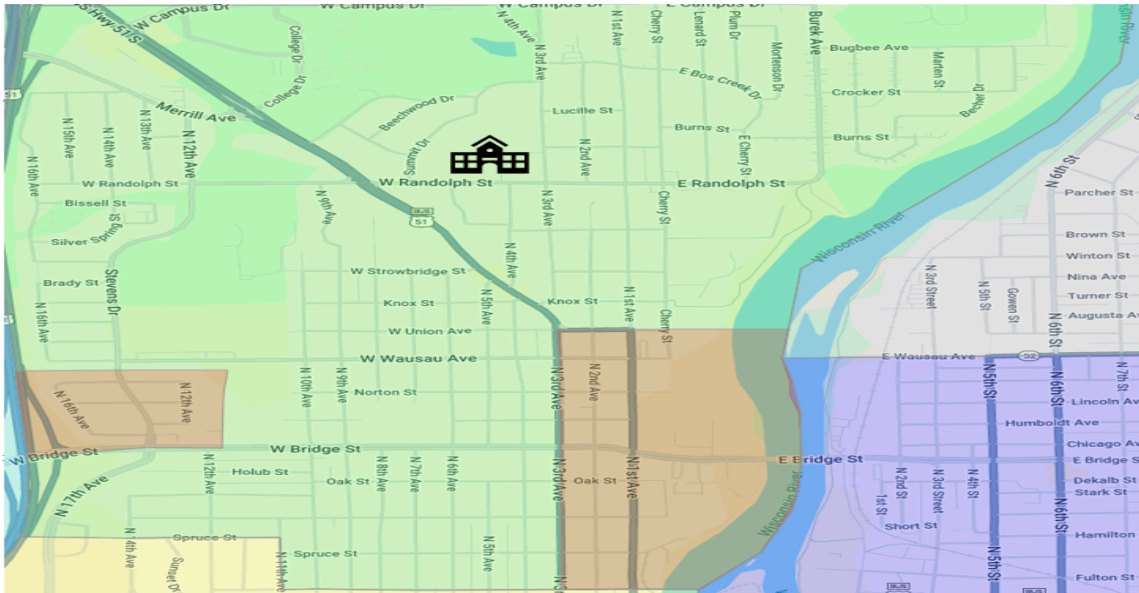


## 5. Thomas Jefferson Elementary School UHT Zone (2)

Unusually Hazardous Transportation (UHT) area east of 3<sup>rd</sup> Avenue for Thomas Jefferson Elementary School. This area is identified as hazardous because of high traffic counts on 1<sup>st</sup> and 3<sup>rd</sup> Avenue, vehicles travel at a high rate of speed, there are limited traffic lights, and lack of crossing guards. The UHT area will be offered yellow bus service.



Represents location of Thomas Jefferson Elementary School

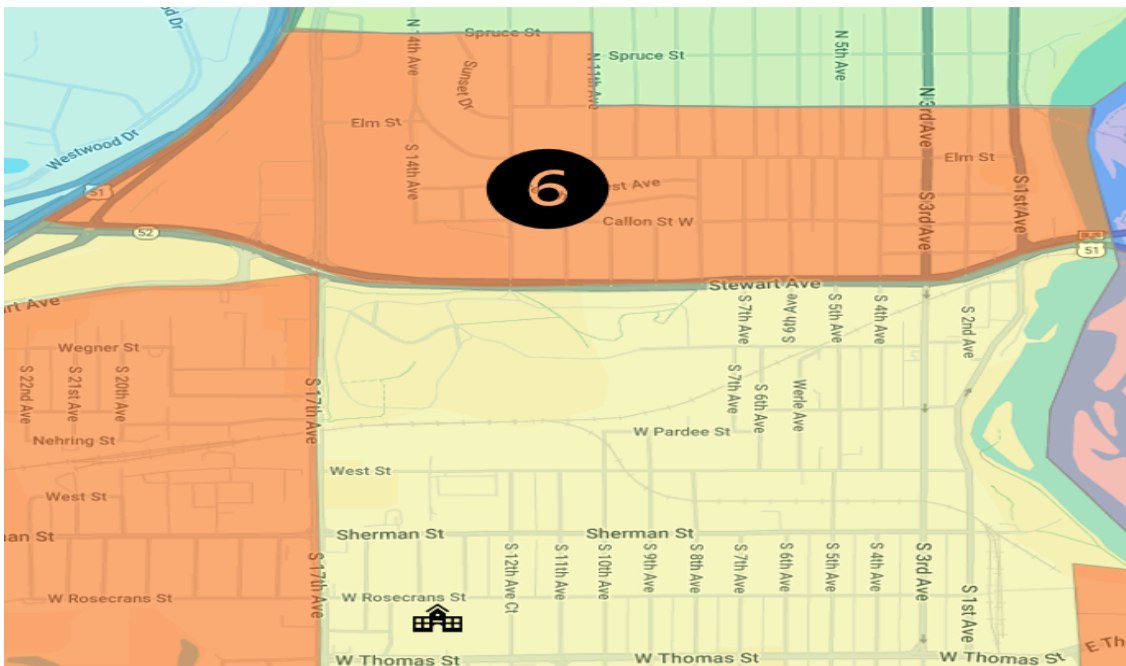
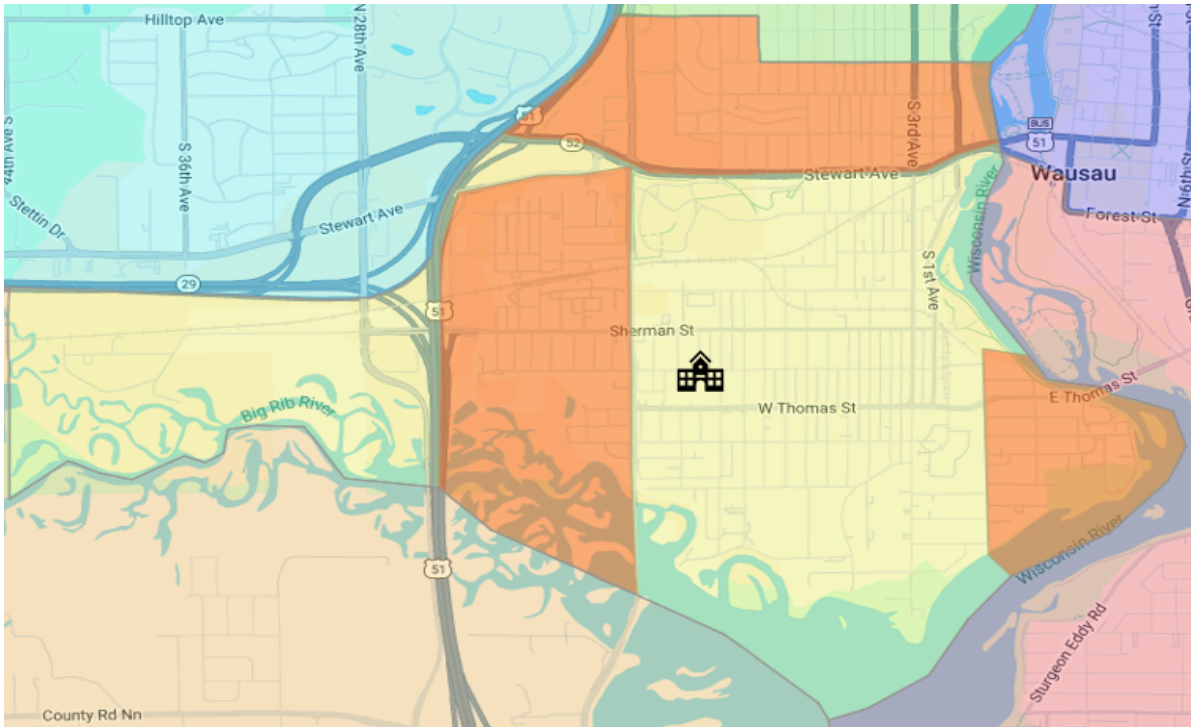


**6. GD Jones Elementary School UHT Zone (1)**

Unusually Hazardous Transportation (UHT) area north of Stewart Avenue for GD Jones Elementary School. This area is identified as hazardous because of high traffic counts on Stewart Avenue, vehicles travel at a high rate of speed, there are limited traffic lights, and lack of crossing guards. The UHT area will be offered yellow bus service.



Represents location of GD Jones Elementary School

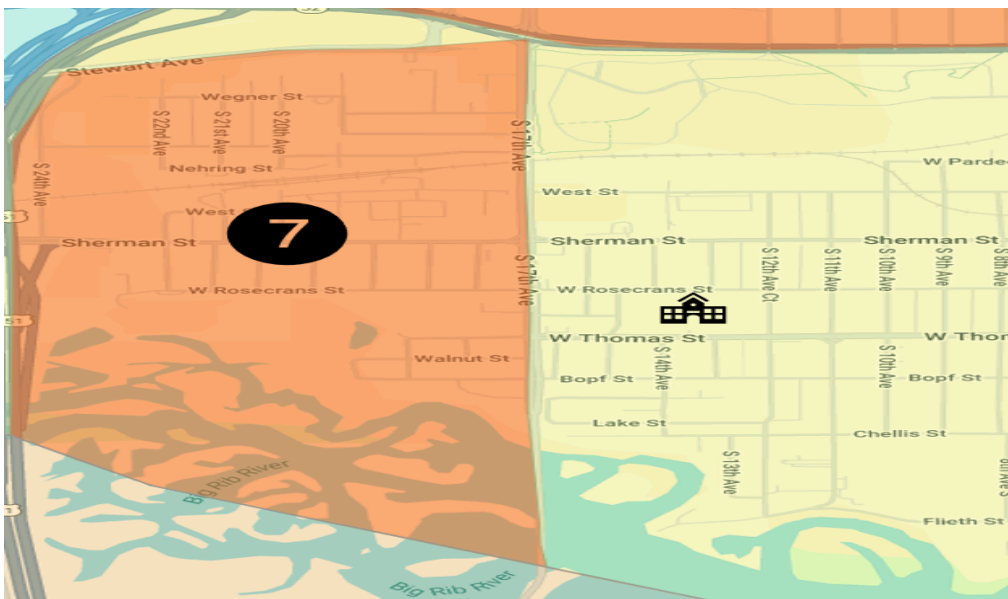
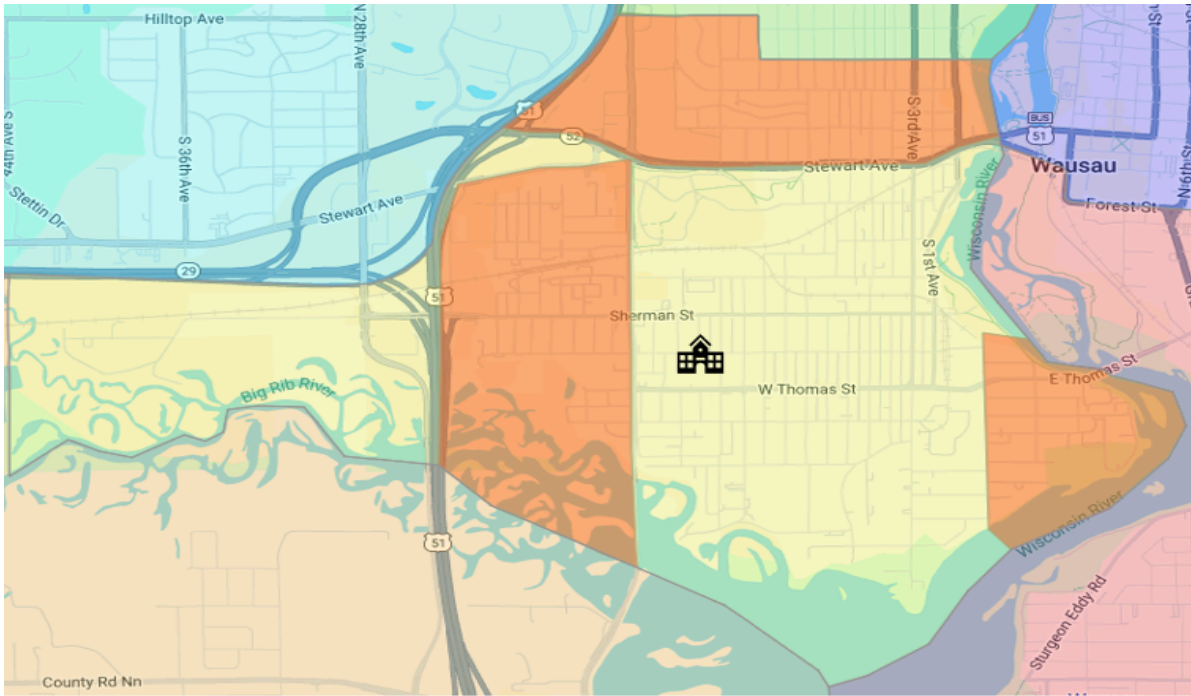


## 7. GD Jones Elementary School UHT Zone (2)

Unusually Hazardous Transportation (UHT) area to the west 17<sup>th</sup> Avenue for GD Jones Elementary students. This area is identified as hazardous because of high traffic counts on 17<sup>th</sup> Avenue, vehicles travel at a high rate of speed, there are limited traffic lights, and lack of crossing guards. The UHT area will be offered yellow bus service.



Represents location of GD Jones Elementary School

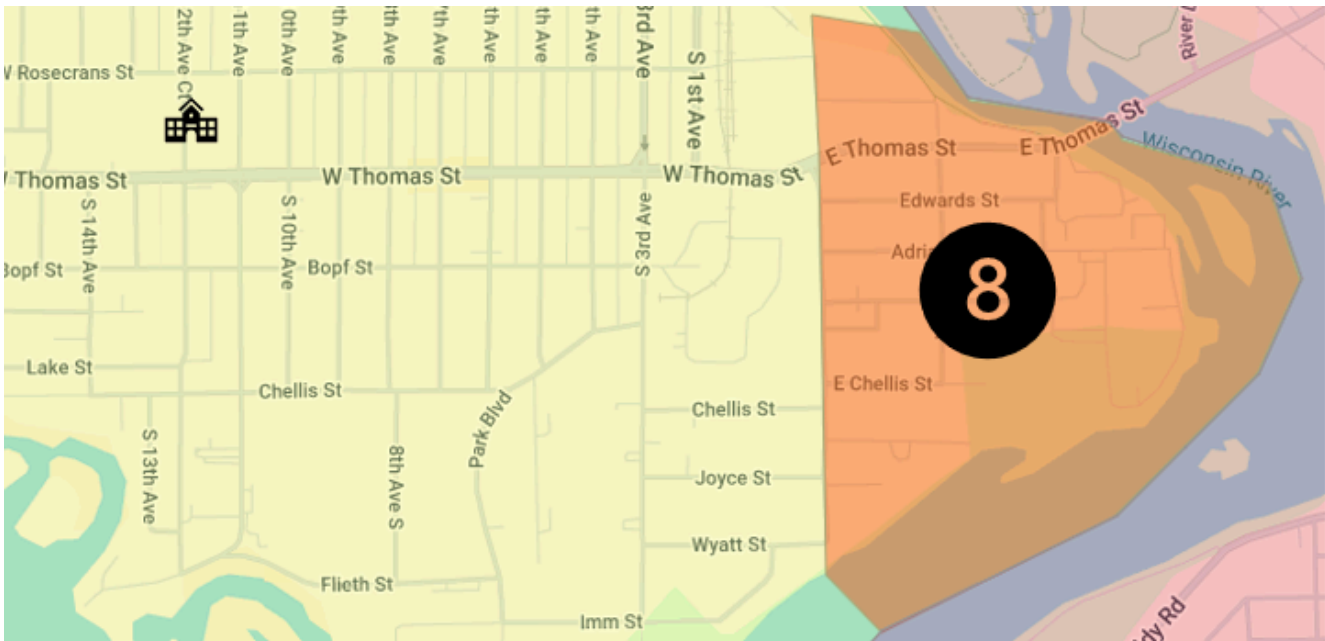
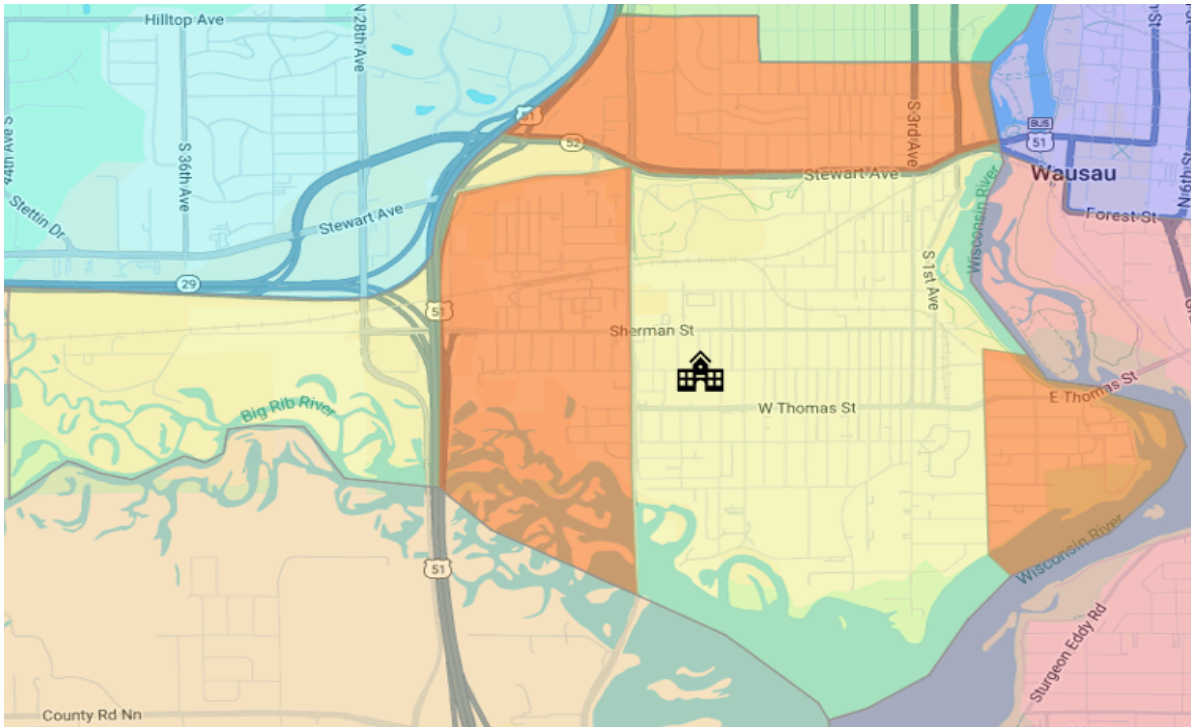


### 8. GD Jones Elementary School UHT Zone (3)

Unusually Hazardous Transportation (UHT) area to the east of Cleveland Avenue and north and south of Thomas Street for GD Jones Elementary students. This area is identified as hazardous because of high traffic counts on both Cleveland Avenue and Thomas Street, vehicles travel at a high rate of speed, there are limited traffic lights, and lack of crossing guards. The UHT area will be offered yellow bus service.



Represents location of GD Jones Elementary School

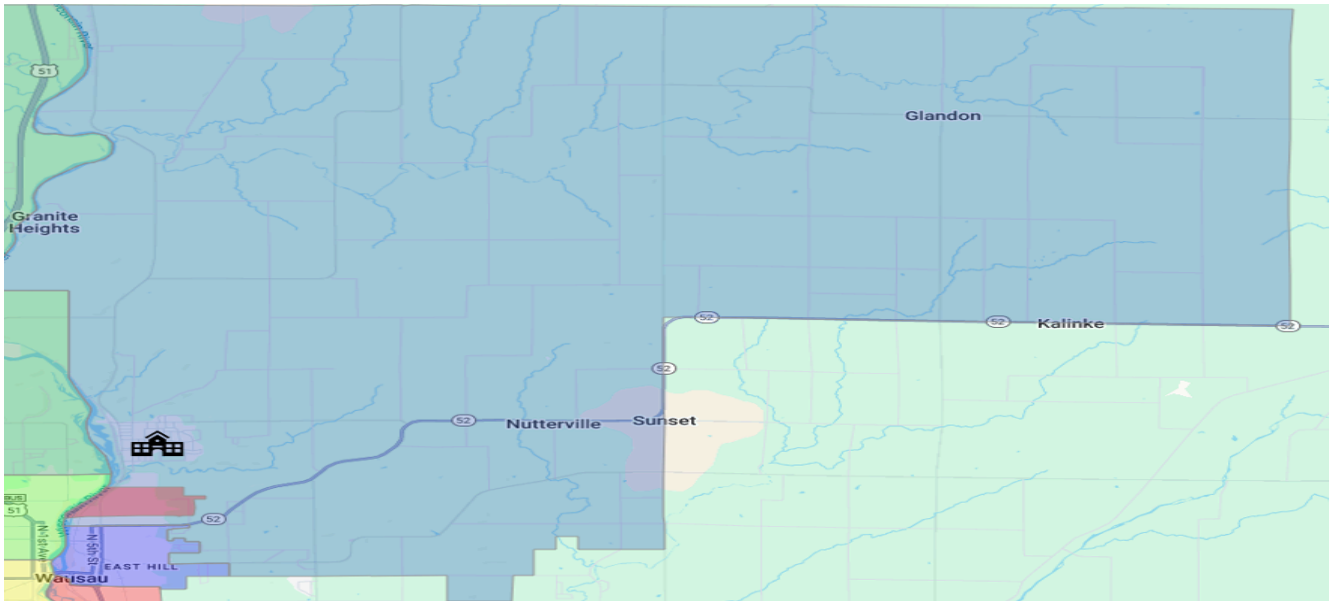


## 9. Riverview Elementary School UHT Zone

Unusually Hazardous Transportation (UHT) area south of East Crocker Street for Riverview Elementary School students. This area is identified as hazardous because of high traffic counts on North 6<sup>th</sup> Street, vehicles travel at a high rate of speed, there are limited traffic lights, and lack of crossing guards. There are also portions of North 6<sup>th</sup> Street that lack sidewalks and there is no natural walking route that avoids North 6<sup>th</sup> Street. The UHT area will be offered yellow bus service.



Represents location of Riverview Elementary School

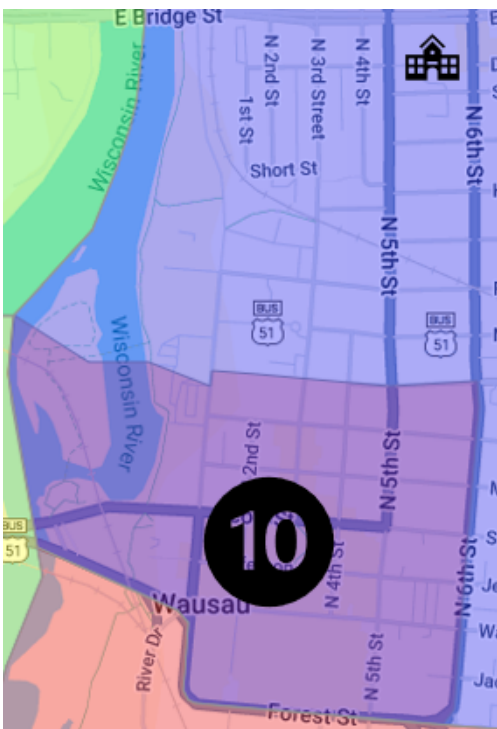
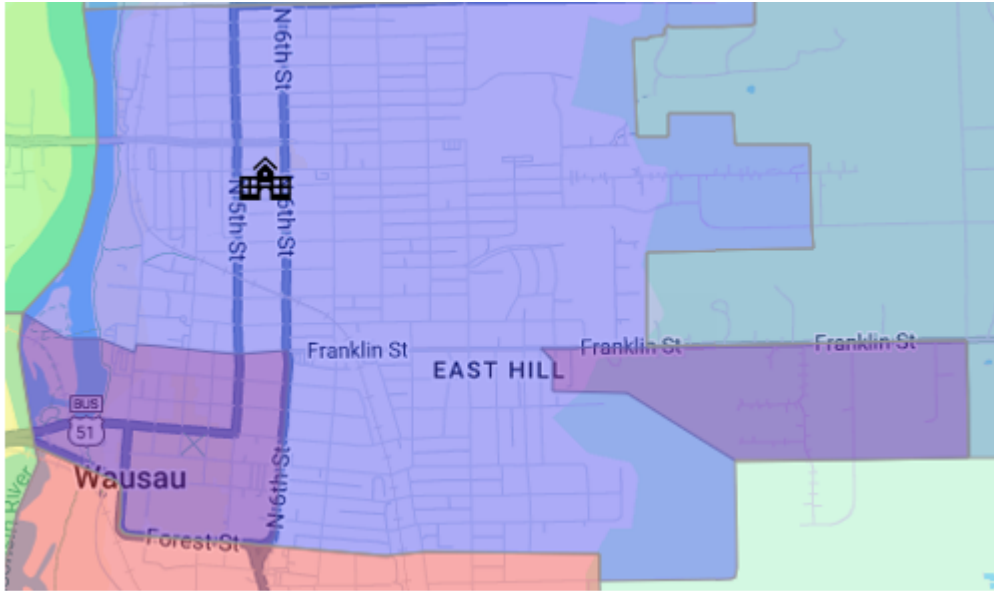


**10. Franklin Elementary Elementary School UHT Zone (1)**

Unusually Hazardous Transportation (UHT) area west of Grand Avenue/North 6<sup>th</sup> Street for Franklin Elementary Elementary School students. This area is identified as hazardous because of high traffic counts on Grand Avenue/North 6<sup>th</sup> Street, vehicles travel at a high rate of speed, and lack of crossing guards. The UHT area will be offered yellow bus service.



Represents location of Franklin Elementary School

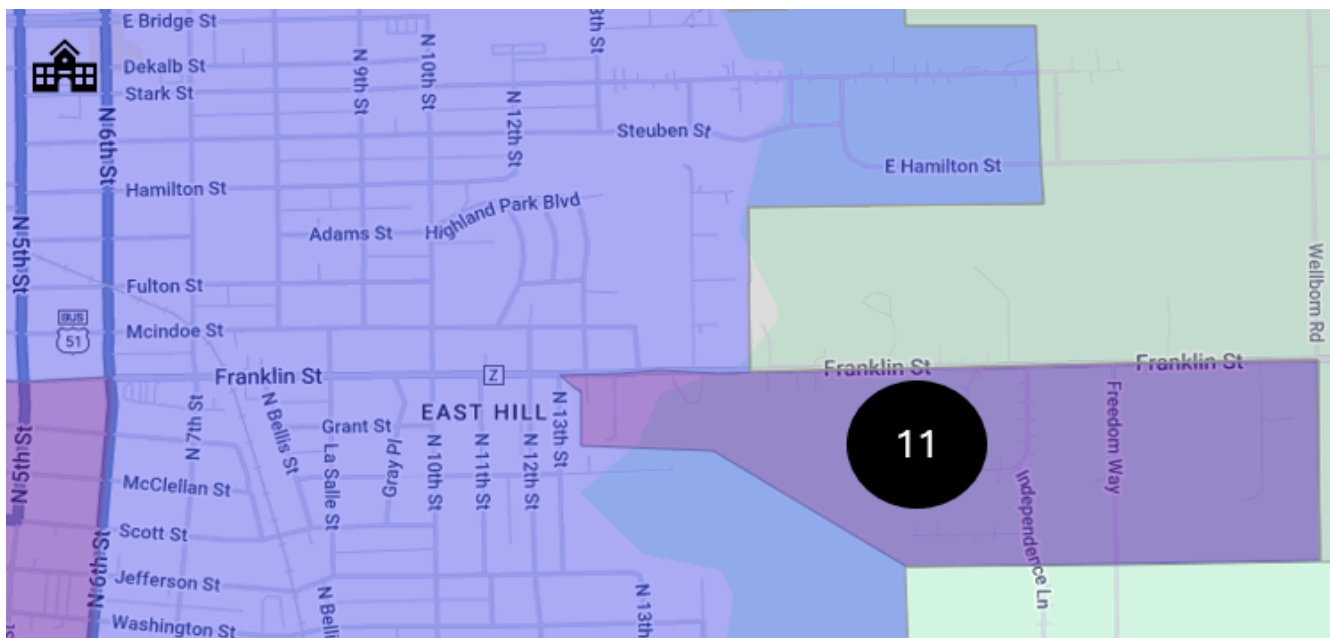
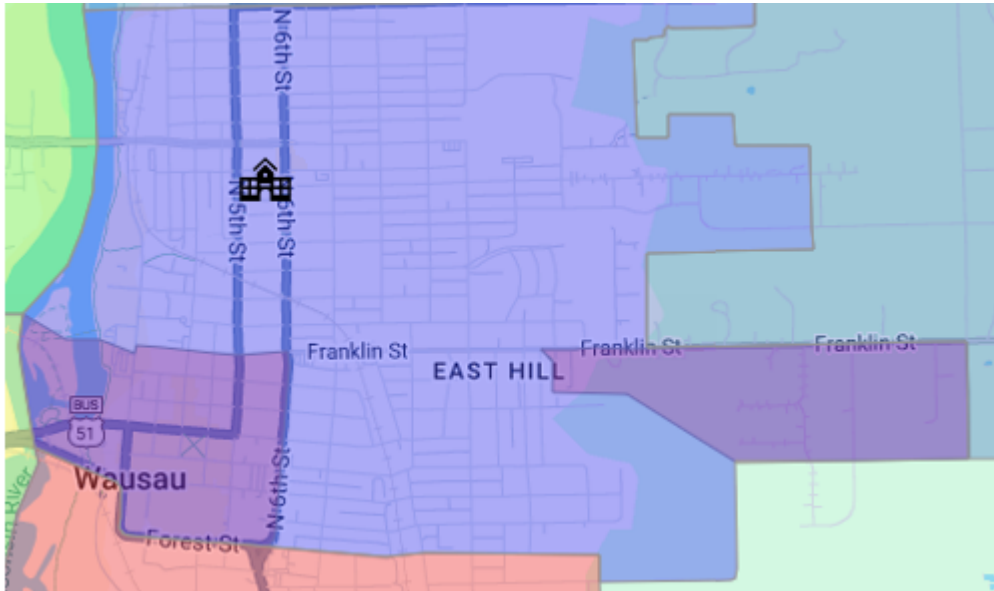


## 11. Franklin Elementary Elementary School UHT Zone (2)

Unusually Hazardous Transportation (UHT) on Franklin St. east of 13<sup>th</sup> Street and south of Franklin Street from Independence Way to 25<sup>th</sup> Street for Franklin Elementary students. This area is identified as hazardous because of high traffic counts on Franklin Street, vehicles travel at a high rate of speed, along with lack of sidewalks and narrow shoulders. The UHT area will be offered yellow bus service.



Represents location of Franklin Elementary School

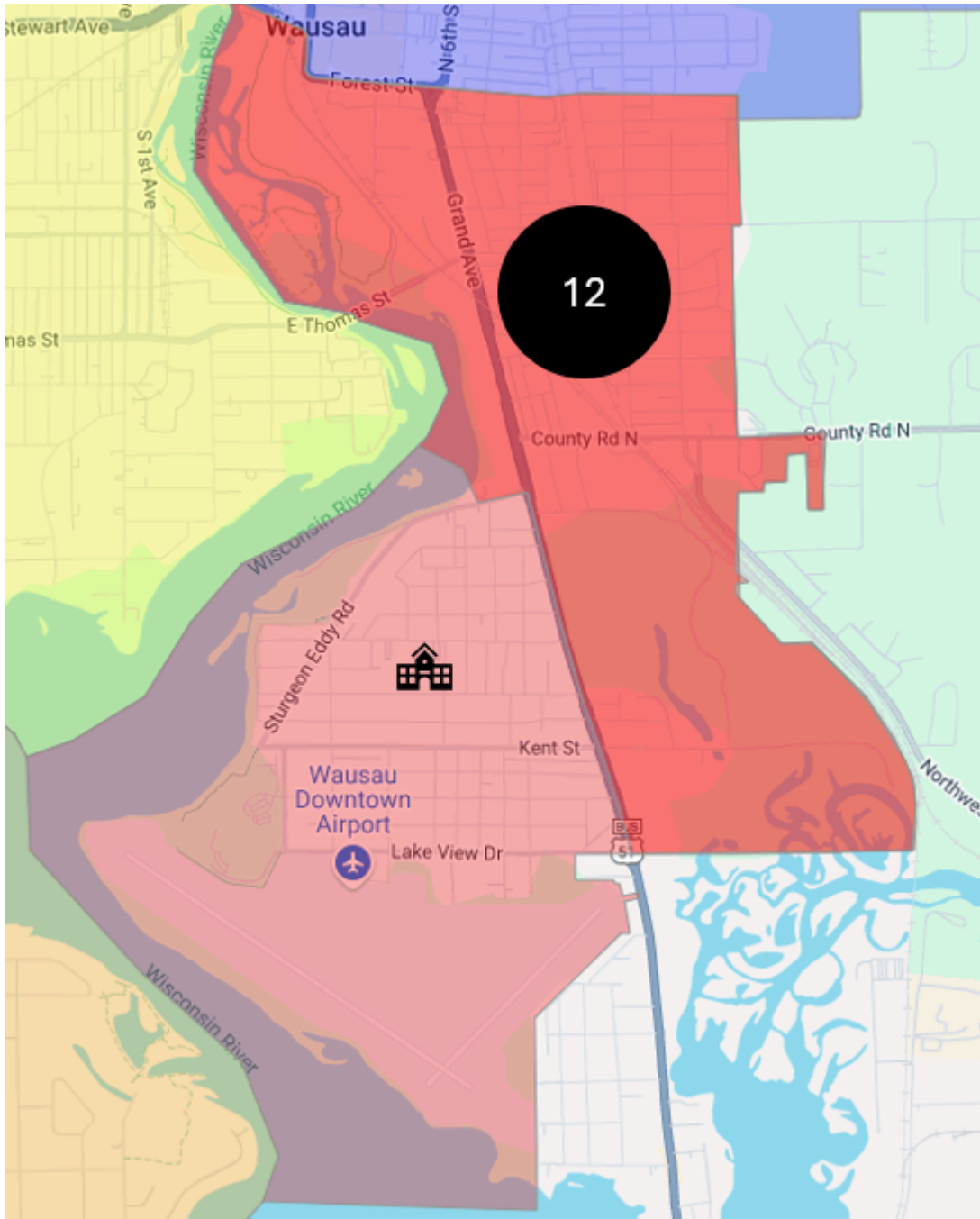


**12. John Marshall Elementary School UHT Zone**

Unusually Hazardous Transportation (UHT) east of Grand Avenue and north of Sturgeon Eddy Road and also the area west of Grand Avenue north of Sturgeon Eddy for John Marshall Elementary School students. This area is identified as hazardous because of high traffic counts on Grand Avenue, vehicles travel at a high rate of speed, and lack of crossing guards. The UHT area will be offered yellow bus service.



Represents location of John Marshall Elementary School





**PMA**<sup>TM</sup>  
SECURITIES

# Wausau School District Debt Prepayment Discussion



**Erik Kass**

Director, Public Finance  
PMA Securities

**Charlie Verbos**

Director, Public Finance  
PMA Securities

April 28, 2025



# Debt Prepayment History

## Wausau School District Debt Levy Management History

<b>Fiscal Year</b>	<b>Method</b>	<b>Funds Applied</b>	<b>Debt Service Reduction</b>	<b>Savings</b>
2017 - 2018	Defeasance	\$3,386,779	\$3,727,288	\$340,508
2018 - 2019	Defeasance	\$6,525,799	\$7,098,088	\$572,289
2019 - 2020	Defeasance	\$8,179,795	\$8,682,825	\$503,030
2020 - 2021	Defeasance	\$12,466,195	\$14,495,016	\$2,028,821
2021 - 2022	Accelerated New Debt Amort.	\$10,250,000	\$4,973,751	\$4,973,751 (1) <i>estimated</i>
2022 - 2023		\$0	\$0	\$0
2023 - 2024	Prepayment	\$13,233,527	\$14,335,033	\$1,101,506
<b>Total</b>		<b>\$54,042,095</b>	<b>\$53,311,999</b>	<b>\$9,519,905</b>

(1) Estimated by comparing the Net Interest Cost from the final 2022 bonds compared to the same from an example bond issuance without the accelerated amortization.



Fund 39	
Issue:	1
Amount:	\$19,565,000
Type:	General Obligation School Building Bonds, Series 2015A
Dated:	August 4, 2015
<b>Callable:</b>	<b>'26-'32 Callable 3/1/25 @ Par</b>

Fund 39	
Issue:	2
Amount:	\$10,000,000
Type:	General Obligation School Building Bonds, Series 2016
Dated:	March 1, 2016
<b>Callable:</b>	<b>'32-'35 Callable 3/1/25 @ Par</b>

Fund 39	
Issue:	3
Amount:	\$99,990,000
Type:	General Obligation School Building and Facility Improvement Bonds, Series 2022
Dated:	July 6, 2022
<b>Callable:</b>	<b>'31-'42 Callable 3/1/30 @ Par</b>

**PAYMENT PERIOD**

	PRINCIPAL (3/1)	RATE	CUSIP 943363	INTEREST (3/1 & 9/1)	TOTAL
July-Dec 2024				\$86,600	\$86,600
Jan-June 2025	\$1,975,000	5.000%	NA5	\$86,600	\$2,061,600
July-Dec 2025				\$37,225	\$37,225
Jan-June 2026	\$370,000	5.000%	PY1	\$37,225	\$407,225
July-Dec 2026				\$27,975	\$27,975
Jan-June 2027	\$385,000	3.000%	PZ8	\$27,975	\$412,975
July-Dec 2027				\$22,200	\$22,200
Jan-June 2028	\$1,480,000	3.000%	PX3	\$22,200	\$1,502,200
July-Dec 2028				\$0	\$0
Jan-June 2029		3.125%	NE7	\$0	\$0
July-Dec 2029				\$0	\$0
Jan-June 2030		4.000%	NF4	\$0	\$0
July-Dec 2030				\$0	\$0
Jan-June 2031		4.000%	NG2	\$0	\$0
July-Dec 2031				\$0	\$0
Jan-June 2032		4.000%	NH0	\$0	\$0
July-Dec 2032					
Jan-June 2033					
July-Dec 2033					
Jan-June 2034					
July-Dec 2034					
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Jan-June 2042					
July-Dec 2042					
<b>TOTAL</b>	<b>\$4,210,000</b>			<b>\$348,000</b>	<b>\$4,558,000</b>

**\$2,235,000** Callable Maturities

Paying Agent: District  
 Notes: 2015 Referendum  
 2026, 2027 partially defeased 6/1/20, 3/22/21  
 2028 partially and 2029-32 defeased 3/22/21

	PRINCIPAL (3/1)	RATE	CUSIP 943363	INTEREST (3/1 & 9/1)	TOTAL
July-Dec 2024				\$135,456	\$135,456
Jan-June 2025				\$135,456	\$135,456
July-Dec 2025				\$135,456	\$135,456
Jan-June 2026				\$135,456	\$135,456
July-Dec 2026				\$135,456	\$135,456
Jan-June 2027				\$135,456	\$135,456
July-Dec 2027				\$135,456	\$135,456
Jan-June 2028				\$135,456	\$135,456
July-Dec 2028				\$135,456	\$135,456
Jan-June 2029				\$135,456	\$135,456
July-Dec 2029				\$135,456	\$135,456
Jan-June 2030				\$135,456	\$135,456
July-Dec 2030				\$135,456	\$135,456
Jan-June 2031				\$135,456	\$135,456
July-Dec 2031				\$135,456	\$135,456
Jan-June 2032	\$1,635,000	2.500%	NJ6	\$135,456	\$1,770,456
July-Dec 2032				\$115,019	\$115,019
Jan-June 2033	\$2,710,000	2.750%	NK3	\$115,019	\$2,825,019
July-Dec 2033				\$77,756	\$77,756
Jan-June 2034	\$2,790,000	2.750%	NL1	\$77,756	\$2,867,756
July-Dec 2034				\$39,394	\$39,394
Jan-June 2035	\$2,865,000	2.750%	NM9	\$39,394	\$2,904,394
July-Dec 2035					
Jan-June 2036					
July-Dec 2036					
Jan-June 2037					
July-Dec 2037					
Jan-June 2038					
July-Dec 2038					
Jan-June 2039					
July-Dec 2039					
Jan-June 2040					
July-Dec 2040					
Jan-June 2041					
July-Dec 2041					
Jan-June 2042					
July-Dec 2042					
<b>TOTAL</b>	<b>\$10,000,000</b>			<b>\$2,631,638</b>	<b>\$12,631,638</b>

**\$10,000,000** Callable Maturities

Paying Agent: District  
 Notes: 2015 Referendum

	PRINCIPAL (3/1)	RATE	CUSIP 943363	INTEREST (3/1 & 9/1)	TOTAL
July-Dec 2024				\$1,829,831	\$1,829,831
Jan-June 2025	\$825,000	5.000%	QC8	\$1,829,831	\$2,654,831
July-Dec 2025				\$1,809,206	\$1,809,206
Jan-June 2026	\$2,575,000	5.000%	QD6	\$1,809,206	\$4,384,206
July-Dec 2026				\$1,744,831	\$1,744,831
Jan-June 2027	\$2,705,000	5.000%	QE4	\$1,744,831	\$4,449,831
July-Dec 2027				\$1,677,206	\$1,677,206
Jan-June 2028	\$2,845,000	5.000%	QF1	\$1,677,206	\$4,522,206
July-Dec 2028				\$1,606,081	\$1,606,081
Jan-June 2029	\$4,530,000	5.000%	QG9	\$1,606,081	\$6,136,081
July-Dec 2029				\$1,492,831	\$1,492,831
Jan-June 2030	\$4,765,000	5.000%	QH7	\$1,492,831	\$6,257,831
July-Dec 2030				\$1,373,706	\$1,373,706
Jan-June 2031	\$5,005,000	5.000%	QJ3	\$1,373,706	\$6,378,706
July-Dec 2031				\$1,248,581	\$1,248,581
Jan-June 2032	\$3,610,000	5.000%	QK0	\$1,248,581	\$4,858,581
July-Dec 2032				\$1,158,331	\$1,158,331
Jan-June 2033	\$2,750,000	5.000%	QL8	\$1,158,331	\$3,908,331
July-Dec 2033				\$1,089,581	\$1,089,581
Jan-June 2034	\$2,870,000	4.000%	QM6	\$1,089,581	\$3,959,581
July-Dec 2034				\$1,032,181	\$1,032,181
Jan-June 2035	\$2,990,000	4.000%	QN4	\$1,032,181	\$4,022,181
July-Dec 2035				\$972,381	\$972,381
Jan-June 2036	\$6,080,000	4.000%	QP9	\$972,381	\$7,052,381
July-Dec 2036				\$850,781	\$850,781
Jan-June 2037	\$6,325,000	4.000%	QQ7	\$850,781	\$7,175,781
July-Dec 2037				\$724,281	\$724,281
Jan-June 2038	\$6,585,000	4.000%	QR5	\$724,281	\$7,309,281
July-Dec 2038				\$592,581	\$592,581
Jan-June 2039	\$6,855,000	4.000%	QS3	\$592,581	\$7,447,581
July-Dec 2039				\$455,481	\$455,481
Jan-June 2040	\$7,130,000	4.000%	QT1	\$455,481	\$7,585,481
July-Dec 2040				\$312,881	\$312,881
Jan-June 2041	\$7,430,000	4.125%	QU8	\$312,881	\$7,742,881
July-Dec 2041				\$159,638	\$159,638
Jan-June 2042	\$7,740,000	4.125%	QV6	\$159,638	\$7,899,638
July-Dec 2042					
<b>TOTAL</b>	<b>\$83,615,000</b>			<b>\$40,260,788</b>	<b>\$123,875,788</b>

**\$65,370,000** Callable Maturities

Paying Agent: District  
 Notes: 2022 Referendum



# Explaining the Options

## DEBT PREPAYMENT APPROACHES

- ✓ Prepay Existing Debt
  - Utilize call feature available on issue
  - Costs approximately \$2,000 to coordinate
  
- ✓ Legal Defeasance
  - Funds placed in an irrevocable trust (escrow account) for the purpose of prepaying debt at the call date
  - Funds considered “spent” for aid purposes on the date they are placed in the escrow account
  - Costs to setup defeasance is approximately \$15,000



# Recommendation for 2024-25

## Wausau School District Preliminary 2025 Defeasance Analysis

Calendar Year Due	BEFORE DEFEASANCE					AFTER DEFEASANCE			EST. ANNUAL REDUCTION IN FUND 39 PAYMENTS (1)	
	\$99,990,000 G.O. School Bonds Dated July 6, 2022			OTHER FUND 39 D/S	TOTAL FUND 39 D/S	\$99,990,000 G.O. School Bonds Dated July 6, 2022		2024-2025 INCREMENTAL LEVY		TOTAL FUND 39 LEVY
	PRINCIPAL (3/1)	RATE	INTEREST (3/1 & 9/1)			PRINCIPAL (3/1)	INTEREST (3/1 & 9/1)			
2025	\$825,000	5.000%	\$3,639,038	\$2,369,738	\$6,833,775	\$825,000	\$3,321,856	\$15,441,225	\$22,275,000	\$0
2026	\$2,575,000	5.000%	\$3,554,038	\$706,113	\$6,835,150	\$2,575,000	\$2,919,675		\$6,200,788	\$634,363
2027	\$2,705,000	5.000%	\$3,422,038	\$706,088	\$6,833,125	\$2,705,000	\$2,787,675		\$6,198,763	\$634,363
2028	\$2,845,000	5.000%	\$3,283,288	\$1,773,113	\$7,901,400	\$2,845,000	\$2,648,925		\$7,267,038	\$634,363
2029	\$4,530,000	5.000%	\$3,098,913	\$270,913	\$7,899,825	\$4,530,000	\$2,464,550		\$7,265,463	\$634,363
2030	\$4,765,000	5.000%	\$2,866,538	\$270,913	\$7,902,450	\$4,765,000	\$2,232,175		\$7,268,088	\$634,363
2031	\$5,005,000	5.000%	\$2,622,288	\$270,913	\$7,898,200	\$5,005,000	\$1,987,925		\$7,263,838	\$634,363
2032	\$3,610,000	5.000%	\$2,406,913	\$1,885,475	\$7,902,388	\$3,610,000	\$1,772,550		\$7,268,025	\$634,363
2033	\$2,750,000	5.000%	\$2,247,913	\$2,902,775	\$7,900,688	\$2,750,000	\$1,613,550		\$7,266,325	\$634,363
2034	\$2,870,000	4.000%	\$2,121,763	\$2,907,150	\$7,898,913	\$2,870,000	\$1,487,400		\$7,264,550	\$634,363
2035	\$2,990,000	4.000%	\$2,004,563	\$2,904,394	\$7,898,956	\$2,990,000	\$1,370,200		\$7,264,594	\$634,363
2036	\$6,080,000	4.000%	\$1,823,163		\$7,903,163	\$6,080,000	\$1,188,800		\$7,268,800	\$634,363
2037	\$6,325,000	4.000%	\$1,575,063		\$7,900,063	\$6,325,000	\$940,700		\$7,265,700	\$634,363
2038	\$6,585,000	4.000%	\$1,316,863		\$7,901,863	\$6,585,000	\$682,500		\$7,267,500	\$634,363
2039	\$6,855,000	4.000%	\$1,048,063		\$7,903,063	\$6,855,000	\$413,700		\$7,268,700	\$634,363
2040	\$7,130,000	4.000%	\$768,363		\$7,898,363	\$6,915,000	\$138,300		\$7,053,300	\$845,063
2041	\$7,430,000	4.125%	\$472,519		\$7,902,519	\$0	\$0		\$0	\$7,902,519
2042	\$7,740,000	4.125%	\$159,638		\$7,899,638	\$0	\$0		\$0	\$7,899,638
	<b>\$83,615,000</b>		<b>\$38,430,956</b>	<b>\$16,967,581</b>	<b>\$139,013,538</b>	<b>\$68,230,000</b>	<b>\$27,970,481</b>	<b>\$15,441,225</b>	<b>\$128,926,469</b>	<b>\$25,528,294</b>

Callable: March 1, 2030 @ Par

**\$15,385,000**  
Principal  
Reduction

(1) Calendar Year 2025 interest savings of \$317,181 is being applied to the defeasance.

FUNDS APPLIED TO DEFEASANCE	ESTIMATED
Deposit to Defeasance Escrow:	\$15,742,087
Estimated Costs of Defeasance:	\$17,000
<b>Total Amount Needed for Defeasance:</b>	<b>\$15,759,087</b>
Calendar Year 2025 Interest Savings Applied:	\$317,181
Incremental Amount Applied (Targeted Available Funds):	\$15,441,906

Total Reduction in Debt Service:	\$25,528,294
Less Incremental Funds Applied to Defeasance:	<b>(\$15,441,906)</b>
<b>Net Debt Service Savings:</b>	<b>\$10,086,388</b>

Estimated Closing Date: May 26, 2025

2024-25 Tertiary Aid %:	30.94%
Est. one-time aid increase to be received in 2025-26:	<b>\$4,875,862</b>

\*Based on preliminary escrow investment rates as of March 12, 2025.



# Updated Debt Prepayment History

## Wausau School District Debt Levy Management History

Fiscal Year	Method	Funds Applied	Debt Service Reduction	Savings
2017 - 2018	Defeasance	\$3,386,779	\$3,727,288	\$340,508
2018 - 2019	Defeasance	\$6,525,799	\$7,098,088	\$572,289
2019 - 2020	Defeasance	\$8,179,795	\$8,682,825	\$503,030
2020 - 2021	Defeasance	\$12,466,195	\$14,495,016	\$2,028,821
2021 - 2022	Accelerated New Debt Amort.	\$10,250,000	\$4,973,751	\$4,973,751 (1) estimated
2022 - 2023		\$0	\$0	\$0
2023 - 2024	Prepayment	\$13,233,527	\$14,335,033	\$1,101,506
<b>2024 - 2025</b>	<b>Defeasance</b>	<b>\$15,441,906</b>	<b>\$25,528,294</b>	<b>\$10,086,388</b>
<b>Total</b>		<b>\$69,484,001</b>	<b>\$78,840,293</b>	<b>\$19,606,293</b>

(1) Estimated by comparing the Net Interest Cost from the final 2022 bonds compared to the same from an example bond issuance without the accelerated amortization.



Questions?



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The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive. The information set forth herein was gathered from sources which we believe, but do not guarantee, to be accurate. Neither the information, nor any options expressed, constitute a solicitation by us for purposes of sale or purchase of any securities or commodities. Investment/financing decisions by market participants should not be based on this information.

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# 2025-2026 Health Plan Renewal

April 28, 2025

# 2025 Renewal & RFP Results

- **Medical Renewal**

- This year's renewal is being driven by an increase in utilization, stop-loss increases, and high-cost claimants
- Increases in claims and health plan spend would have been higher if the district had not made changes to deductibles, coinsurance and copayments over the last two years
- In preparation for the increase, we conducted a rigorous bid process for both the health insurance plan and to consider offering employees Direct Primary Care (DPC)

- **Health Plan: Request for Proposal (RFP) Results**

- RFPs were sent to 7 Third Party Administrators (TPAs), and 19 Stop-Loss carriers
- UMR was the most competitive, which is \$556,863 lower than the Aspirus Health Plan renewal
- UMR is including additional services to help contain medical costs, while maintaining access to local providers (i.e. Marshfield Clinic and Aspirus)
- **A change to UMR allows the district to move from three plans to two plans based on an included broader network**



## 2025-2026 Health Plan

# UMR Advantages

- **Lower Administrative fees:** UMRs fixed costs are \$254,573 lower than Aspirus Health Plan, and includes additional services
- **Additional Services:** Complex Condition Care, Utilization Management, Ongoing Condition Care, Telemedicine, Nurseline and Maternity Care
- **National Network:** UMR is owned by United Health Care and their Choice Plus network includes providers in all 50 states including both Aspirus and Marshfield Clinic locally
- **Reporting Advantages:** employer reports provide greater access to determine cost drivers and savings as a result of the services provided by UMR
- **Local Presence:** UMR is headquartered in Wausau, yet is one of the largest TPAs in the United States
- **Plan Design Flexibility:** the ability to structure plans the same way they are now



## Health Plan 2025-2026

# Recommendations

- Effective July 1, 2025 change to UMR as the new Third-Party Administrator (TPA).
- Increase funding rates by 7% effective July 1, 2025.
- Potential Motion: Move to accept plan, premium and third party administrator changes as presented.



# Direct Primary Care (DPC) as a strategy...

- Direct Primary Care (DPC) is a privately held group of clinicians located within a geographic area that contract directly with employers for their employees to utilize.
- A DPC often has a stated goal of improving access to quality healthcare, while driving down costs and helping to reduce inefficiencies in the healthcare delivery.





## Advantages to Implementing Direct Primary Care (DPC)

- Fewer referrals to specialists since the provider has time to diagnose and treat the patient at the primary care level
- Oversight of care provided to other independent, value-based care providers and specialty care referrals as needed
- 80% to 85% less expensive lab services than the current network providers
- 50% fewer emergency room visits
- 30% fewer days in the hospital
- 65% less imaging
- Unlimited access to Primary Care team, employees don't need to wait weeks to get a follow up appointment
- Assistance with the Wausau School District Wellness program

# Comparison of Direct Primary Care Pricing Example

	DPC Billing	Typical Provider Charge
Office Visit	N/A	\$450
• Annualized (2-3 Visits Per Year)	\$348	\$1,125
• ER Visit	N/A	\$1,700
• Urgent Care	N/A	\$750
Procedures		
• Skin Tag Removal	N/A	\$209
• Joint Injection	N/A	\$223
• Nebulizer Treatment	N/A	\$178
<b>Total</b>	<b>\$348</b>	<b>\$4,635</b>
<b>Savings</b>	<b>\$4,287</b>	

# 2025 Renewal & RFP Results

- **Direct Primary Care (DPC) RFP Results**

- RFPs and interviews were also conducted with Aspirus, Anovia, Astia, Link and others
- The most cost effective DPCs were Astia and Anovia
- Finalist insurance committee interviews were conducted, and it has been narrowed down to Astia or Anovia

- **Rationale for Implementation**

- M3 forecasted cost-neutral/up to \$200K savings in the first year
- The DPCs savings projection is even more favorable financially, it will be contingent upon employee utilization
- Employee education will be a key component
- Offering a DPC has proved to be a viable long-term solution with other local employers (Greenheck, Kolbe & Kolbe, Crystal Finishing, and Stevens Point Area Public School District)



## Health Plan 2025-2026

# Direct Primary Care Next Steps

- Survey staff to obtain feedback related to the implementation of Direct Primary Care (DPC).
- After obtaining more feedback from employees, consider implementing a DPC.



# Questions? Thank you.

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# MIDDLE SCHOOL ATHLETICS TO FUND 80

APRIL 25, 2025



# Middle School Athletics

- Offerings:
  - Volleyball, Track & Field, Softball, Golf, Wrestling, Football, Basketball, Baseball, Soccer, Cross Country, etc.
- 1,300+ Participants
- Budget: Approximately \$300,000



# Fund 80

- Purpose: Community Service Fund
- Current Uses:
  - School Resource Officer (SRO) Program, Growing Great Minds Out-of-School Programming (G2M)
- Middle School Athletics





**QUESTIONS?**



# Possible Motion

Move to approve moving middle school athletic funding to Fund 80



Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Overview
Code	1-
Status	

## **WISCONSIN OVERVIEW AND COMMENTS**

### **Volume 34, Number 1 December 2024**

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

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

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

The proposed new, revised, and replacement policies, administrative guidelines, and forms included in this update have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. If you make changes or substitute in 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**

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## 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.)

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**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.

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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
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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

Google Workspace for Education Terms of Service - Legal Alert

## **Policy Revisions**

### **Policy 1100 - District Organization (Revised)**

This policy has been clarified and previous optional language regarding consultants has been moved to new Policy 8125 - Consultants, and a reference to this policy is added to Policy 6320 - Purchasing.

Recommended for consistency with other policies.

### **Policy 1130 - Ethics and Conflict of Interest (Revised)**

### **Policy 3230 - Ethics and Conflict of Interest (Revised)**

### **Policy 4230 - Ethics and Conflict of Interest (Revised)**

These policies have been revised for consistency, incorporating restrictions on the supervision of a relative, and includes options involving outside employment or consulting.

The revisions are recommended for broader application and consistency with other policies.

### **Policy 1241 - Non-Renewal or Termination of the District Administrator's Contract (Revised)**

The title of the policy has been modified to more accurately reflect that the content specifically references the non-renewal or termination of the District Administrator. In addition, the policy has been modified to incorporate language consistent with the nonrenewal statute and references Policy 3140 as applicable to other administrators. (Policy 3140 is also revised as a technical correction to provide a cross-reference to this policy.)

Recommended for internal consistency.

### **Policy 2210 - Curriculum Development (Revised)**

This policy has been revised by removing language that is part of the education outcome goals and expectations included in Section 118.01 of the Wisconsin statutes and not the curriculum standards as outlined in PI 8 of the Administrative Code. The appropriate language is included in Policy 2131 - Educational Outcome Goals and Expectations. The legal citations has been updated to accurately reflect the curriculum standards in PI 8.

This revision is recommended to accurately reflect the curriculum standards.

### **Policy 2270 - Religion in the Curriculum (Revised)**

This policy is revised to add legal citations and to reflect the annual notice requirement in the law.

### **Policy 2271.01 - Start College Now Program (Revised)**

The policy is updated to reflect that, in addition to any tuition cost, the law requires that the District pay the costs of course fees and books to the same extent that a student who is attending the technical college and who is a resident of this State would be charged.

This revision is recommended.

### **Policy 2416 - Student Privacy and Parental Access to Information (Revised)**

This policy is updated to improve the arrangement of the policy provisions to be more user-friendly, and to update parental notification requirements.

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

This new policy is provided to separate the attendance rules for summer session as requested in a recent School District membership audit. Options are included for establishing minimum hours or percentage of attendance for purposes of earning credits for applicable summer school courses.

Adoption of this policy is recommended.

### **Policy 2464 - Advanced Learning Instruction ("Gifted and Talented") (Replacement)**

This policy replaces the existing policy to account for significant revisions. The replacement policy includes new provisions, based on State-based statutory language and administrative regulations from the Wisconsin Department of Public Instruction. This policy was developed with the assistance of the Wisconsin Association for Talented and Gifted (WATG).

Adoption of this replacement policy is recommended.

**Policy 3214 - Staff Gifts (Replacement)**

**Policy 4214 - Staff Gifts (Replacement)**

These policies have been updated and restructured to present the more common scenarios involving gifts to or from staff.

Recommended but not required.

**Policy 3281 - Personal Property of Staff Members (Revised)**

Language has been added to this policy authorizing administration to require removal of inappropriate personal property from District premises.

Recommended for confirmation of such authority.

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

This language in this policy has been modified to be more consistent with State statute.

Recommended for consistency with statute.

**Policy 5113 - Open Enrollment Program (Inter-District) (Revised)**

This policy is revised to incorporate verbiage regarding requirements to review a special education student's IEP to determine both space and service availability.

Adoption of this is recommended, and because this involves handling open enrollment applications, strongly recommended to improve a District's ability to successfully defend a decision to deny open enrollment.

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

This policy option is added pursuant to 2023 Wisconsin Act 195, effective March 2024, which permits a school to develop a plan to have available the use of bronchodilators, provided by prescription to the school. Doing so is voluntary, but provides the ability to protect students with severe asthma. Administration of a bronchodilator by school staff to a student must be consistent with the plan, involve staff training, and be administered only to students who have a prescription for their use.

**Policy 5341 - Emergency Medical Authorization (Rescind)**

This policy is rescinded because its contents are fully incorporated into Policy 5330 - Administration of Medication/Emergency Use.

Rescinding this policy is recommended to avoid confusion and duplication, as well as to remove a misleading reference to parental consent to provide emergency care to a student, which is not required by law.

**Policy 5512 - Use of Tobacco and Nicotine by Students (Revised)**

The policy revisions are offered in consultation with representatives from the American Lung Association to provide options for incorporating smoking cessation programs into the student intervention process, as opposed to strictly punitive measures. Also added is a more descriptive policy position to promote respect for Native American ceremonial tobacco usage.

These recommendations are not required.

**Policy 5611 - Due Process Rights (Rescind)**

This policy is rescinded because its contents are already included in the more applicable Policy 5610 - Suspension and Expulsion.

Rescinding this policy does not diminish any student rights, but rather eliminates the potential for two (2) separate policies to become inconsistent over time and as a result impair students' and school officials' efforts to apply the student and parental rights associated with the disciplinary process.

**Policy 5710 - Student Complaints (Rescind)**

This policy is rescinded to avoid confusion regarding sources of student opportunities to raise concerns or complaints through appropriate channels. The concept of student participation in improving the educational environment is important. This policy identifies those sources, but inadvertently creates the impression of a separate complaint procedure created by this policy. Policy 9130 - Public Requests, Suggestions, or Complaints is the comprehensive policy for addressing any issues not addressed by another specific policy such as nondiscrimination or harassment among others.

Similar to the rescission of Policy 5611 - Due Process Rights, this policy serves to create possible confusion as to the proper procedure to follow in the event of a student complaint. Such confusion reduces the students' access to consistent predictable ameliorative procedures to address any complaints.

**Policy 6231 - Budget Implementation (Revised)**

This policy is revised to clarify language regarding fund balance expenditures consistent with current practices.

Recommended but not required.

**Policy 6235 - Fund Balance (Revised)**

This policy is updated to include additional rationale and options for a District's management of fund balances.

Recommended but not required.

**Policy 6620 - Petty Cash (Revised)**

This policy has been updated and simplified and provides an option for a petty cash fund limit.

Recommended but not required.

**Policy 7410 - Maintenance (Revised)**

Terminology in this policy has been updated and clarified.

Recommended but not required.

**Policy 7430 - Safety Standards (Revised)**

This policy has been revised to clarify what information is required to be reported to the Board.

Recommended for consistency with statutory requirements.

**Policy 7440 - Facility Security (Revised)**

The revisions to this policy clarify law enforcement contact and remove optional language.

Recommended for clarity in application.

**Policy 7440.02 - Smart Sensor and Monitoring Technology (Revised)**

This revision updates the title to better describe current technology and adds a definition corresponding to same.

**Policy 7540.03 - Student Technology Acceptable Use and Safety (Revised)**

**Policy 7540.04 - Staff Technology Acceptable Use and Safety (Revised)**

These policies are updated to reflect new requirements by the FCC in a District's Acceptable Use Policy.

These changes are recommended for legal compliance if the District receives Federal E-Rate funds through the Universal Service Program.

**Policy 7540.07 - District-Issued Student E-Mail Account (Revised)**

This policy is revised to include optional language regarding use of District-issued email addresses on other media accounts.

Recommended for current and comprehensive application.

**Policy 8120 - Volunteers (Revised)**

This policy is revised to clarify options regarding volunteer background checks and statutory requirements to conduct background checks on Board member's who volunteer.

Reference to the use of software intake systems (e.g. Raptor) is also added for those Districts that use such software.

**Policy 8125 - Consultants (New)**

This new policy is added to provide clear direction from the Board to administration regarding the scope of authority and process to engage a variety of educational consultants that provide services to support the schools' programming.

Adoption of this policy is recommended.

**Policy 8305 - Information Security (Revised)**

This policy revision provides cross-references to related policies, and includes additional language regarding limitations on the public discussion of cyber-security measures.

These revisions are recommended, but not required.

**Policy 8395 - Student Mental and Physical Health Services (Revised)**

This policy is revised to reflect the provision of both mental and physical health services in school, both through school resources (i.e., student services, guidance services, and school nursing services). The policy is also updated to better reflect the option for arrangements for on-site health services provided by outside agencies, either in-person or virtually, as supplementary to services provided by school staff.

Adoption of these revisions is recommended, but not required.

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

This policy revision is provided to allow for circumstances where a District may have one (1) or more of its schools qualify for the CEP program but others that do not. By incorporating the CEP option as part of the general policy language, the policy will not need to be updated in the event a District's school or schools become eligible.

This revision is recommended, but not required. If your District has any school that qualifies for the CEP option, this revision is strongly recommended.

**Policy 8600 - Transportation (Revised)**

This policy revision clarifies the transportation obligations for a student with a disability as defined in their individualized education program (IEP).

This revision is recommended, but not required. If not adopted, transportation for students receiving special education services must still be provided consistent with the students' IEP.

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Overview & Comments
Code	1 -
Status	

## **WISCONSIN OVERVIEW AND COMMENTS**

### **Volume 34, Number 1, Technical Corrections**

#### **December 2024**

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Neola will issue an update of only technical corrections, as necessary. With this change, the Regular Update will contain the more substantive policy issues for review that would require consideration by and approval of the Board. Importantly, these technical changes do not materially alter the policy's intent but rather provide minor changes that improve the quality and/or consistency of the policy or guideline. If the Board has adopted the language noted below in Bylaw 0131.1 - Bylaws and Policies, these technical corrections may be made without approval by the Board. However, as noted, the Board should be informed of these technical corrections no later than at the next regular Board meeting. It is our belief that this change will help to streamline the process of review and adoption.

Pursuant to optional language offered in Bylaw 0131.1 - Bylaws and Policies:

*The District Administrator is authorized to review and make technical corrections to policies that have already been adopted through normal rulemaking procedures. Technical corrections are those corrections to policy language or construction that do not reflect a policy decision or substantive consideration by the Board, such as correction of a typographical or grammatical error, inclusion or correction of a statutory citation, renumbering of sections, combining of policies, or similar actions. The District Administrator shall inform the Board of any such changes no later than the next regular Board meeting.*

#### **Bylaws and Policies**

##### **Policy 0152 - Officers (Technical Correction)**

This technical correction is provided to correct and add statutory references.

##### **Policy 0164V1 - Meetings (Technical Correction)**

##### **Policy 0164V2 - Meetings (Technical Correction)**

This technical correction clarifies the process for setting or changing the date, time or place of regular board meetings consistent with statute.

##### **Policy 1421 - Criminal History Record Check and Employee Self-Reporting Requirements (Technical Correction)**

##### **Policy 3121 - Criminal History Record Check and Employee Self-Reporting Requirements (Technical Correction)**

##### **Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements (Technical Correction)**

This technical correction removes a reference to volunteer background checks. That item is already addressed in Policy 8120 - VOLUNTEERS.

##### **Policy 1619.03 - Patient Protection and Affordable Care Act (Technical Correction)**

##### **Policy 3419.03 - Patient Protection and Affordable Care Act (Technical Correction)**

**Policy 4419.03 - Patient Protection and Affordable Care Act (Technical Correction)**

This technical correction provides grammatical improvement.

**Policy 2271 - Early College Credit Program (Technical Correction)**

The policy is update to reflect current terminology and to streamline language.

**Policy 2440 - Summer or Interim Session School (Technical Correction)**

This policy is updated to cross-reference the new summer session attendance policy, 2440.01 - Summer or Interim Session Attendance. The new policy was developed in response to an auditor's request that a separate attendance policy for summer session be available. This revision, along with the addition of Policy 2440.01, are strongly recommended.

**Policy 2460 - Programs for Students with Disabilities (Technical Correction)**

This policy is updated to reflect current verbiage and to reflect pertinent resources that are adopted when the districts opts to incorporate the DPI special education policies. Adoption of these revisions is recommended.

**Policy 3120.04 - Employment of Substitutes (Technical Corrections)**

This technical correction clarifies the language and options regarding background and criminal history checks for substitutes.

**Policy 3140 - Non-Renewal, Resignation, and Termination (Technical Correction)**

This policy has been revised to delete language regarding the District Administrator's contract and provide a cross-reference to Policy 1241 for that topic. Recommended for internal consistency.

**Policy 4132 - Vacancies (Technical Correction)**

This technical correction allows for administrative discretion for the development of guidelines related to this policy. Note: Neola does not have a companion guideline to this policy.

**Policy 5136.01 Technology Resources and Other Electronic Equipment (Technical Correction)**

This technical correction adds complete policy cross-references where applicable.

**Policy 5200 - Attendance (Technical Correction)**

This technical correction adds complete policy cross-references where applicable.

**Policy 5340 - Student Accidents/Illness/Concussion & Sudden Cardiac Arrest (Technical Correction)**

This technical correction removes redundant language.

**Policy 5420 - Reporting Student Progress (Technical Correction)**

This policy language is revised to more accurately reflect appropriate efforts, as opposed to "ensuring" outcomes.

**Policy 5460 - Graduation Requirements (Technical Correction)**

This technical correction adds a drafting note to assist in verifying that the appropriate subject matter credit requirements are incorporated into districts' graduation requirements.

**Policy 5511 - Dress and Appearance (Technical Correction)**

This technical correction reflects updated terminology.

**Policy 5540 - Investigations Involving Law Enforcement and Other Governmental Agencies (Technical Correction)**

This policy is revised to rename it to more accurately reflect the content and to make other technical corrections.

**Policy 5610 - Suspension and Expulsion (Technical Correction)**

This technical correction revises language in the suspension review procedures to reflect the statutory language. Note that for districts with a single principal or a single administrator, the suspension review need not be an administrator. Adoption of this revision is recommended.

**Policy 5610.02 - In-School Discipline (Technical Correction)**

This technical correction reflects that the creation of administrative guidelines is optional. Districts that do not have guidelines or have not adopted them for this policy, should verify that their policy does not include this language.

**Policy 6230 - Budget Hearing (Technical Correction)**

This is a technical correction of a statutory citation.

**Policy 6320 - Purchasing (Technical Correction)**

This technical correction adds an optional cross-references to the new Policy 8125 - Consultants.

**Policy 7540.05 - Assistive Technology and Services (Technical Correction)**

This technical correction clarifies the reference to students with a 504 Plan.

**Policy 8310 - Public Records (Technical Correction)**

This policy is updated to remove reference to specific validity dates of the different public records retention schedules that Boards may choose to adopt, but replaces the language to reflect that each adopted schedule refers to the current version. As noted when these multiple different schedules were introduced by the state public records board, Districts were not required to adopt them all but were encouraged to adopt the schedule specific to public school districts. This revision is not required, but if not adopted and your District has adopted one or more of the schedules, you will need to be sure to update your policy to reflect the expiration date of each schedule.

**Policy 8700 - Lactating Employees (Technical Correction)**

This policy is updated to broaden the circumstances of potential application, recognizing that lactation can occur in circumstances where the individual has not themselves given birth, which makes the policy language match the legal obligation created by federal law. This policy is required by federal law. If not adopted, Districts still have to provide employees with the rights described in the policy. To avoid inconsistent application and thus potential liability, adoption of this policy with the incorporated revisions is strongly recommended.

**Policy 9600 - Staff/Student Participation in Community Events (Technical Correction)**

This technical correction is intended to clarify the Board's position regarding participation in community events, which extends beyond just staff.

**Policy 9700 - Relations with Non-School Affiliated Groups (Technical Correction)**

This technical correction more accurately delineates the options.

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of OFFICERS
Code	po0152
Status	
Adopted	December 9, 2019
Last Revised	October 25, 2024

#### 0152 - **OFFICERS**

The Board shall elect, from among its members, a President, Vice-President, Treasurer, and a Clerk. Such election shall occur at the Annual Reorganization Meeting on or within thirty (30) days after the fourth (4th) Monday in April.

19.88(1), Wis. Stats.

120.05, Wis. Stats.

Election of officers shall be by a majority vote of seated Board members present at a Board meeting. Secret ballots may be utilized only for the election of officers. Where no such majority exists on the first ballot vote, a second vote shall be cast for the two (2) candidates who received the greatest number of ballot votes. If no winner is chosen, the officer will be chosen by random drawing.

Except for those appointed to fill a vacancy, officers shall serve for one (1) year and until their respective successors are elected and shall qualify.

The Board shall, in addition to other statutory requirements:

- A. designate depositories for school funds;
- B. designate those persons authorized to sign checks, contracts, agreements, and purchase orders;
- C. designate a day, place, and time for regular meetings which shall be held at least once every month.

19.88(1), Wis. Stats.

120.05, Wis. Stats.

~~120.10, Wis. Stats.~~

120.15 et seq., Wis. Stats.

120.43, Wis. Stats.

120.44(2) Wis. Stats.

Revised 6/13/22

T.C. 10/25/24

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Legal	120.10, Wis. Stats.
	120.15 et seq., Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of MEETINGS
Code	po0164
Status	
Adopted	March 11, 2024
Last Revised	February 10, 2025

## 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 ~~changes~~ ~~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**

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.

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 LAT to review, 34-1 (Dec. 2024 release)

Title Revised Policy - Vol. 34, No. 1, Dec. 2024 - DISTRICT ORGANIZATION

Code po1100 This will be new for Wausau, ok Cale

Status

**Revised Policy - Vol. 34, No. 1**

**1100 - DISTRICT ORGANIZATION**

The Board recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The District Administrator shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make efficient use of District resources, and serve the educational goals of the Board. Any reconfiguration of the grouping of grades, the use of buildings, or revision of services as part of the District's instructional program shall require Board approval.

The District Administrator shall be the administrative head of the District. The District Administrator shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. Any revision of the District's administrative organizational structure shall require Board approval.

Responsibility shall flow clearly from the District Administrator through administrators to the operational personnel in a manner consistent with the District's plan of supervision for staff.

It shall be the responsibility of the District Administrator to determine the need for and define operational requirements sufficient to ensure the effective functioning of the District.

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Legal 118.24, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po1130 done Cale
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

### 1130 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's administrative employees, officers, and agents, and is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all administrative employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in an ethical manner an free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Administrative employees shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information ~~through his/her access to School District records,~~ about a student or client, ~~gained~~ granted in the course of the ~~administrative-employee's, officer's, or agent's~~ employment or professional relationship with the School District ~~through their access to School District records;~~
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals

5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. ~~Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.~~ Administrative employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Administrative employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Administrative employees, officers and agents found to be in violation of this conflict of interest policy may be subject to disciplinary action.

No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first ~~( ) providing notice to~~ (X) obtaining the approval of ~~[END OF OPTION]~~ the District Administrator, or in the case of the District Administrator, such ~~( ) notice must be provided to~~ (X) approval must be obtained from ~~[END OF OPTION]~~ the Board. ~~( ) No administrative employee shall receive compensation, including payment for expenses, from any outside organization for any activity related to the administrator's occupation as a professional educator without Board approval.~~

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use ~~his/her~~ the employee's public position to obtain a financial gain or anything of substantial value for ~~himself/herself~~ oneself or ~~his/her~~ the employee's immediate family, as defined in 19.42(7), Wis. Stats.

Revised 7/13/20  
Revised 12/14/20

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19.42(7), 19.59, 946.13, Wis. Stats.

2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318

7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of NON-REEMPLOYMENT OF THE DISTRICT ADMINISTRATOR
Code	po1241 TG - OK
Status	
Adopted	December 9, 2019
Last Revised	July 13, 2020

**1241 - NON-REEMPLOYMENT RENEWAL OR TERMINATION OF THE DISTRICT ADMINISTRATOR ADMINISTRATOR'S CONTRACT**

The Board has an obligation to the students, parents, and residents of this District to employ the professional leadership the Board feels best suited to meet the educational needs of the students. The Board shall meet this obligation through recruitment, hiring, and supervision efforts designed to assure that the District Administrator is highly qualified and meeting performance standards while in the position.

If the District Administrator's performance is found to be unsatisfactory by the Board, the District Administrator shall be notified in writing by the President. The District Administrator shall normally be given an opportunity to ~~correct the condition~~ address identified deficiencies in performance.

If the Board intends to consider non-renewal of the District Administrator's contract, it shall give the District Administrator written preliminary notice by registered mail at least five (5) months prior to the expiration of the contract.

If the District Administrator files a written request with the Board within seven (7) days after receiving such notice, the District Administrator has a right to a hearing prior to being given the notice of non-renewal of the contract. The District Administrator may request a public or private hearing and request that the Board provide its reasons for non-renewal, in writing, prior to the hearing.

At least four (4) months prior to the expiration of the contract of the District Administrator, the Board shall provide notice, in writing, of either renewal of the contract or refusal to renew such contract. No person may be employed or dismissed except by a majority vote of the full membership of the Board.

Non-renewal or unilateral termination of the District Administrator's contract shall be consistent with State law and with the provisions of the employment contract between the Board and the District Administrator. The Board President, with the assistance of Board legal counsel, shall be responsible for compliance with non-renewal or termination procedural requirements.

By mutual agreement of the Board and the District Administrator, the employment contract may be modified or terminated. Policy 3140 - Non-Renewal, Resignation, and Termination applies to administrators other than the District Administrator.

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Legal	118.24(6) and (7), Wis. Stats.
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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of CURRICULUM DEVELOPMENT
Code	po2210 ED Team Done
Status	
Adopted	December 9, 2019
Last Revised	June 10, 2024

## 2210 - CURRICULUM DEVELOPMENT

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined to include:

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;
- C. learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;
- D. the plan for learning necessary to accomplish the educational goals of the District;
- E. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilize a variety of learning resources to accomplish the educational goals;

- H. encourage students to utilize school counseling services in their academic and career planning;
- I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;
- K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provide regular instruction in foreign language in grades 7 and 8;
- M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;
- P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. ~~provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African Americans, Asian Americans, Hispanic Americans, and Native Americans.~~

The District Administrator shall make progress reports to the Board periodically.

The District Administrator may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's curriculum as approved by the Board.

The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

Revised 7/13/20

Revised 6/13/22

Revised 5/8/23

T.C. 6/10/24

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Legal                            118.01, 118.24, 118.30, 121.02(1)(k) and (L), Wis. Stats.  
    PI 8.001(6g)  
    PI 8.01(2)(L), PI 8.01(2)(K), PI 8.01(2)(k)(4)

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of RELIGION IN THE CURRICULUM
Code	po2270 Ed Team - Done
Status	
Adopted	December 9, 2019
Last Revised	October 25, 2024

## 2270 - RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 - Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances and AG 8800A - Religious Activities/Ceremonies and AG 8802 - Care, Custody, and Display of the United States Flag. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum shall be developed to include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools sometimes contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references, or may concern such issues, shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of the student's religion. However, if after careful personal review of the program's lessons and/or materials, a parent student or parent of a minor student indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent requested absence.

For the privacy of students whose parents request that they not take part in the particular class periods for specified reasons, prior arrangements will be made for the student(s) to go to a supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view, ~~and the District Administrator shall prepare administrative guidelines to that effect.~~

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130 - Public Requests, Suggestions, ~~and~~ Complaints. Parents and students shall be provided annual notice regarding the contents of this policy.

See Reference: Policy 8800- Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances

See References: AG 8800A - Religious Activities/Ceremonies and AG 8802 - Care, Custody, and Display of the United States Flag

T.C. 10/25/24

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U.S. Constitutional Amendment 1

Book Policy Manual

Section Policies for Cale to approve, 34-1 Technical Corrections

Title Copy of EARLY COLLEGE CREDIT PROGRAM

Code po2271

Status

Adopted December 9, 2019

**2271 - EARLY COLLEGE CREDIT PROGRAM**

The Board recognizes the value to students and to the District of students participating in programs offered by ~~University of Wisconsin system institutions~~the Universities of Wisconsin, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

The School District’s responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

~~The District Administrator shall establish administrative guidelines to ensure that the~~ District’s Early College Credit Program ~~comports~~shall be operated in accordance with applicable State law and the administrative rules of the Department of Public Instruction. ~~The District Administrator shall also ensure that all~~All students enrolled in the District in the 8th, 9th, 10th, and 11th grades ~~are~~shall be provided with information regarding the Program by October 1st of each year.

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Legal 118.55, Wis. Stats.

118.57, Wis. Stats.

P.I. 40

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of START COLLEGE NOW PROGRAM
Code	po2271.01 Ed Team - Done
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

### 2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10<sup>th</sup> grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident school district if attending the District as a non-resident.

#### **General Eligibility Criteria for Students that Have Completed the 10<sup>th</sup> Grade:**

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing: including a cumulative G.P.A. of at least 2.5 at the time of the determination, and does not have attendance or work completion issues;
- B. must provide written notification to the board of the school district in which the student resides of ~~his/her~~the student's intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461 - Children At-Risk of Not Graduating from High School;
- D. must not be ineligible for participation for having failed a previous class under ~~either this program or the Early College Credit Program (Policy 2271)~~ and failing to reimburse the Board for any costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

#### **Undue Financial Hardship**

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

#### **Tuition Payments for Technical College Attendance**

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) calendar days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) postsecondary semester credits.

**Other Instructional Costs in Addition to Tuition**

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District.

**Transportation Expenses**

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

**Reimbursement for Course Failing Grade**

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent ~~or guardian~~, or the student if ~~s/he~~ the student is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.

Revised 7/13/20

TC 11/9/20

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38.12(14), Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416 Ed Team - Done
Status	
Adopted	December 9, 2019
Last Revised	October 25, 2024

## 2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board respects the privacy rights of parents and their children.

### **Surveys Requiring Consent**

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

### **Parent's Right to Inspect Surveys**

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;

- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

### **Student Privacy**

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

### **Personal Information for Marketing or Sale**

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to student or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low-cost literary products;
- C. curricular and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school-related or education-related activities;
- F. student recognition programs.

### **Notice Requirements**

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
  1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose)
  2. the administration of any survey by a third party that contains one or more of the items described in A through H above
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

~~Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.~~

The term "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

This section does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, student or educational institutions, such as the following:

- A. college or other postsecondary education recruitment, or military recruitment;
- B. book clubs, magazines, and programs providing access to low cost literary products;
- C. curricular and instructional materials used by elementary and secondary schools;
- D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;
- E. the sale by students of products or services to raise funds for school related or education related activities;
- F. student recognition programs.

### Notice Requirements

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

Revised 2/14/22

T.C. 11/14/22

T.C. 3/11/24

T.C. 10/25/24

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20 U.S.C. 1232g, 20 U.S.C. 1232h

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of SUMMER OR INTERIM SESSION SCHOOL
Code	po2440 done cb; Tim B added ag2240 to 34-1 AG update regarding the option selection at bottom of this policy
Status	
Adopted	December 9, 2019

#### 2440 - **SUMMER OR INTERIM SESSION SCHOOL**

The Board of Education shall conduct a summer program or an interim session program occurring outside of the periods of regular instruction and which do not count towards the minimum hours of instruction required by law, for the purpose of, academic instruction recreational activities at the 4K-12 levels for resident students of this District and such other students as the Board may admit.

Summer and interim session school instruction shall be designed to provide opportunities for students to:

- A. improve learning skills;
- B. make up a failed course;
- C. enrich a scholastic program;
- D. explore new academic areas.

The Board shall annually approve a summer school program and/or an interim session school program. In order to support such a program of instruction, the Board will:

- A. employ teaching and administrative staff;
- B. purchase such books, materials, supplies, and equipment as may be necessary;
- C. appoint the director;
- D. make available school facilities as required;
- E. provide necessary custodial services.

Tuition fees shall not be charged to students domiciled within the District or for those students residing in the District even if they were not enrolled as residents during the most recent regular session.

Tuition shall be charged for nonresident students at rates as determined by the Board.

Reasonable fees may be charged to all students for social, recreational, or extra-curricular summer or interim session classes in accordance with DPI regulations.

With regard to transportation, the Board accepts responsibility for resident students.

**X ]** The District Administrator shall be responsible for developing administrative guidelines for the operation of the summer and/or interim session program which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the District.

~~**[ ]** For information on summer or interim school attendance, see Policy 2440.01 – Summer or Interim School Attendance.~~

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118.04, Wis. Stats.

Book Policy Manual

Section Policies for LAT to review, 34-1 (Dec. 2024 release)

Title New Policy - Vol. 34, No. 1, Dec. 2024 - SUMMER OR INTERIM SCHOOL ATTENDANCE

Code po2440.01 Ed Team - ok

Status

2440.01 - **SUMMER OR INTERIM SCHOOL ATTENDANCE**

The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled. ~~**[Drafting Note: The choice of attendance requirements in the options below may take into account hours of attendance for District funding needs.]**~~

The Board may establish minimum attendance requirements for any classes taken for credit.

~~Students enrolled in summer school are expected to attend all class periods and are required to maintain at least a \_\_\_\_\_ (\_\_\_%) attendance record in order to receive credit towards graduation or to qualify to take a competency test.~~

~~**[END OF OPTIONS]**~~

Attendance exceptions may be granted only by the Principal and are limited to absences to participate in school-sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.

Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent on the student's second day of absence if the parent has not notified the school of the student's absence.

Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.

The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.

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Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of PROGRAMS FOR STUDENTS WITH DISABILITIES
Code	po2460
Status	
Adopted	December 9, 2019
Last Revised	November 9, 2020

#### 2460 - **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The Board shall provide a free, appropriate public education to all eligible ~~disabled~~ persons with a disability, ages three (3) through twenty-one (21), which complies with Federal and State laws and guidelines.

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child.

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction (DPI).

~~[ ] The DPI Special Education Model Forms and Policies and Procedures Manual handbook shall be adopted annually by the Board.~~

The Board and administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates, and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take State required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

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Legal	115.78 et seq., Wis. Stats. P.I. 11, Wis. Adm. Code IDEA, 20 U.S.C. 1400 et seq.
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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of PROGRAMS FOR GIFTED AND TALENTED STUDENTS
Code	po2464 Ed Team -ok
Status	
Adopted	December 9, 2019

**2464 - ~~PROGRAMS FOR GIFTED AND TALENTED STUDENTS~~ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")**

~~In accordance with the philosophy of the Board of Education to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of gifted and talented students.~~

~~Gifted and talented students are those who give evidence, through valid assessment, of high performance capability in intellectual, creative, artistic, leadership, and/or other academic areas and who need services or activities not ordinarily provided in the regular District program in order to develop such capabilities.~~

~~The learning outcomes of a program for gifted and talented students shall be related to:~~

- ~~A. expansion of academic attainments and intellectual skills;~~
- ~~B. stimulation of intellectual curiosity, independence, and responsibility;~~
- ~~C. development of originality and creativity;~~
- ~~D. development of a positive attitude toward self and others;~~
- ~~E. development of desirable social and leadership skills;~~
- ~~F. career exploration and awareness.~~

~~The District Administrator shall develop administrative guidelines which shall include those for valid identification, curriculum development and implementation, and assessment of the learning outcomes.~~

The Board recognizes that at any grade level, students have a diverse range of learning needs, with some students requiring instruction and content above grade level standards. The Board further recognizes its responsibility to provide a strong instructional program that results in the academic and social emotional growth of all students, including its advanced learners ("gifted and talented students"), in accordance with Wisconsin law.

Advanced learning focuses on identifying the instructional needs of students within the K-12 grade level system. Advanced learners (gifted and talented) are defined as students who give evidence of high performance capability or potential in any one (1) or more of five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. These students need instruction not ordinarily provided in a regular school program or assigned grade level in order to fully develop such capabilities.

The Board shall direct the District Administrator to establish a plan and designate a person to coordinate advanced instruction in a systematic and continuous K-12 progression. Instructional options should be designed to match students' learning needs in the domain(s) in which they are identified. The Coordinator should have background and training in gifted education and/or advanced learning, and all instructional staff will be provided with professional learning specific to the needs of advanced learners. The District Administrator shall provide an opportunity for parental participation in the identification process and resultant programming at both the District level and the school level.

#### **IDENTIFICATION**

Advanced learners (gifted and talented pupils) shall be identified in kindergarten through grade 12 in the five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. ~~(-) Universal screening should~~

~~occur before second grade, and again before sixth grade. The purpose of universal screening is to include students who traditionally are underrepresented in advanced learning opportunities. [END OF OPTION]~~ The identification process shall result in a student profile based on multiple indicators of student need, including but not limited to standardized test data with use of both national and local norms, rating scales or inventories, classwork, portfolios, nominations, and demonstrated performance. Identification tools shall be appropriately matched to each domain in which students are being identified. The identification process and tools shall be responsive to factors such as, but not limited to, pupils' economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities (as described under subch. V of ch. 115, Stats.) (X-) Students with advanced learning needs in one area but learning challenges in another (i.e. "twice-exceptional learners") shall be included. [END OF OPTION]

## **INSTRUCTION**

The District Administrator shall provide access to appropriate instruction for students identified as advanced learners (gifted or talented) that results in their continued academic growth and development. This instruction shall be provided during the regular school day and without charge for tuition. Classroom-based, school-based, and/or District-wide advanced interventions should include evidence-based practices appropriate for the instruction of advanced learners.

Instruction for advanced learners should include opportunities both within and outside the established grade level curriculum. Such opportunities may include but are not limited to, classroom differentiation, curriculum compacting, above grade level instruction, acceleration in an individual subject, full grade acceleration, cluster grouping and flexible grouping, faster pace and greater depth of instruction, academic enrichment, early admission to kindergarten or first grade, concurrent enrollment at accredited institutions, and early graduation.

~~[ ] Accelerated learning opportunities should be available, including but not limited to early entrance to kindergarten, subject acceleration, whole grade acceleration, and early graduation from high school. [END OF OPTION]~~

## **DOCUMENTATION AND EVALUATION**

Identification will be documented for each student indicating for which domain(s) they are identified as an advanced learner and what instruction and opportunities were provided.

The District Administrator will evaluate the effectiveness of identification and programming for advanced learners through ongoing data analysis to measure both the growth of individual students and the consistent implementation of advanced learning instruction and opportunities across all K-12 schools ~~(-)~~ and will report this to the Board annually [END OF OPTION].

~~[ ] The District Administrator shall develop administrative guidelines which shall include those for valid identification, instruction implementation, and assessment of learning outcomes. [END OF OPTION]~~

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118.35, Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of EMPLOYMENT OF SUBSTITUTES
Code	po3120.04 - OK TAG
Status	
Adopted	November 9, 2020
Last Revised	November 14, 2022

**3120.04 - EMPLOYMENT OF SUBSTITUTES**

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

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

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

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

A substitute shall be paid actual hours worked.

Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which they are supervised directly by a staff member who is related.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 6/13/22

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Legal	118.19, Wis. Stats. P.I. 3.03(8), Wis. Adm. Code
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Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of NON-RENEWAL, RESIGNATION, AND TERMINATION
Code	po3140 - OK TAG
Status	
Adopted	December 9, 2019

### 3140 - **NON-RENEWAL, RESIGNATION, AND TERMINATION**

A critical function of the Board is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.

#### **Full-Time Teachers**

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void and employment ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment shall be subject to non-renewal, termination, or resignation as follows:

##### **A. Non-Renewal**

In the event that the District Administrator intends to recommend the non-renewal of a full-time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The District Administrator shall be responsible for notifying the affected teacher of his/her rights relative to the non-renewal process.

Teacher contracts may be non-renewed upon a majority vote of the full membership of the Board.

##### **B. Termination**

A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The District Administrator shall, if deemed appropriate, recommend a teacher's termination to the Board. The District Administrator is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.

The District Administrator may engage in negotiations with the teacher for purposes of resignation short of a hearing, subject to final Board approval.

##### **C. Resignation**

A full-time teacher may resign from his/her position only upon approval of a majority of the full membership of the Board. The District Administrator may negotiate terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary. A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

#### **Part-Time Teachers**

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation to the District Administrator. A resignation, once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew his/her contract for a subsequent school year.

The terms of the part-time teacher contract shall apply when the contract provides for procedures different than those noted in this policy.

## **Administrators**

The Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and nonrenewal of the employment arrangement.

### **A. Statutory Administrators**

The Board shall employ by contract the following persons: the District Administrator, business manager, school principals, and assistants to such persons, as well as the following persons employed solely to perform administrative functions: personnel administrators and supervisors, curriculum administrators, and assistants to such administrative personnel.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the Board.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The District Administrator shall be responsible for assuring compliance with the procedures necessary for Board action to terminate or to non-renew an administrator's contract. In the case of the District Administrator's contract, ~~the Board President with the assistance of Board legal counsel, shall be responsible for assuring procedural compliance with termination or non-renewal processes~~ Policy 1241 - Non-Renewal or Termination of the District Administrator's Contract applies.

A resignation, once accepted by the Board, may not be rescinded except by approval of the majority of the full membership of the Board.

### **B. Administrators with Contracts including Provisions Governing Termination**

The Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the District Administrator shall be responsible for assuring adherence to applicable contractual procedures.

### **C. Administrative Personnel with no Contractual or Statutory Coverage**

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement shall expire and the employee shall have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by the District Administrator.

Such an administrative employee's resignation may be accepted by the District Administrator.

A resignation, once accepted, may not be rescinded without agreement.

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Legal 118.30(2)(c), Wis. Stats.  
118.22, Wis. Stats.

118.24, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po3230 Tabatha - OK TAG
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

### 3230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Professional employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties or the service is not provided to students enrolled in one or more classes in which the staff member is a teacher or aide;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Professional employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Professional employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Professional employees, officers, and agents found to be in violation of this conflict of interest policy may be subject to disciplinary action in accordance with Policy 3139 and discipline as specified in the Employee Handbook.

No professional staff employee may accept or engage in ~~any employment,~~ consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first ~~(-X)~~ providing notice to ~~(-)~~ obtaining the approval of ~~[END OF OPTION]~~ the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use ~~his/her~~ the employee's public position to obtain a financial gain or anything of substantial value for ~~himself/herself~~ or ~~his/her~~ the employee's immediate family, as defined in 19.42(7), Wis. Stats.

Revised 7/13/20

Revised 12/14/20

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Legal  
19.59, 19.42(7), 946.13, Wis. Stats.  
2 C.F.R. 200.12  
2 C.F.R. 200.113  
2 C.F.R. 200.318  
7 C.F.R. 3016.36(b)(3)  
7 C.F.R. 3019.42

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281 Tabatha - OK TAG
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

### 3281 - **PERSONAL PROPERTY OF STAFF MEMBERS**

Employees may bring personal property ~~(-X)~~, including personal communication devices, ~~[END OF OPTION]~~ to school either for reasons associated with ~~professional~~ employment responsibilities or for use during off-duty time ~~(-X)~~ (see Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices) ~~[END OF OPTION]~~.

The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on ~~Board~~ District property. Administrators are authorized to direct employees to remove inappropriate personal property from District premises.

T.C. 3/11/24

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of ETHICS AND CONFLICT OF INTEREST
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Adopted	December 9, 2019
Last Revised	June 13, 2022

#### 4230 - **ETHICS AND CONFLICT OF INTEREST**

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and District's employees, officers, and agents is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Support staff employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Support employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the support employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Support employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$25.00 or less.

- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees, officers, and agents found to be in violation of this conflict of interest policy may be subject to disciplinary actions in accordance with Policy 4139 and discipline as specified in the Employee Handbook.

No support staff employee may accept or engage in ~~any employment~~, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first ~~(-X)~~ providing notice to ~~(-)~~ obtaining the approval of ~~[END OF OPTIONS]~~ the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use his/her the employee's public position to obtain a financial gain or anything of substantial value for himself/herself oneself or his/her the employee's immediate family, as defined in 19.42(7), Wis. Stats.

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19.59, 19.42(7), 946.13, Wis. Stats.  
2 C.F.R. 200.12  
2 C.F.R. 200.113  
2 C.F.R. 200.318  
7 C.F.R. 3016.36(b)(3)  
7 C.F.R. 3019.42

Book	Policy Manual
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Title	Copy of OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113 DONE WEC
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

### 5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

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

#### **DEFINITIONS**

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

##### **A. Non-Resident District**

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

##### **B. Non-Resident Student**

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

##### **C. Tuition Student**

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

##### **D. Full-Time Enrollment**

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

##### **E. Class Size**

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

##### **F. Program Size**

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

##### **G. Resident Student**

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

##### **H. Absences (Excused and Unexcused)**

See Policy 5200 - Attendance.

#### **I. Truancy and Habitual Truancy**

See Policy 5200 - Attendance.

#### **J. Part of the School Day**

See Policy 5200 - Attendance.

#### **K. Tardiness**

See Policy 5200 - Attendance.

### **FULL-TIME OPEN ENROLLMENT**

#### **A. Annual Space Determinations**

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

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

In establishing current enrollment numbers for open enrollment availability purposes, the Board does not guarantee open enrollment approvals to any non-resident students.

4. If the Board determines that no special education space is available in any grade or program, the District must still review each student's IEP in its entirety to determine the following:
  - a. whether the District has space available in the special education and related services required in the student's IEP;
  - b. whether the District has special education and related services available as required in the student's IEP.

#### **B. Processing of Open Enrollment Applications**

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

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

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial.
2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

### **Application of Space Determinations and Random Selection Process**

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

1. Preferences
  - a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
  - b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.
  - c. If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.
2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

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

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

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

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

### **C. Decisional Criteria for Non-Resident Applications**

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

1. Space availability as defined in this policy
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the nonresident student is currently under an order of expulsion for any reason; or has been expelled from any school district within the current school year or the two (2) preceding school years but the period of expulsion has ended, or is pending any disciplinary proceeding, based on any of the following

activities:

- a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
- b. Engaging in conduct while at school or under school supervision that endangered the health, safety or property of others.
- c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
- d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

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

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

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

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

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

#### **D. Reapplication Procedures**

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

#### **E. Termination of Open Enrollment**

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District

Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident student's failure to participate in the program. The Board may terminate the student's open enrollment.

#### **F. Transportation**

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

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

#### **ALTERNATIVE APPLICATION PROCEDURES**

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

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

#### **DELEGATION TO DISTRICT ADMINISTRATOR**

The Board delegates to the District Administrator the authority to approve or deny open enrollment applications including under the alternative procedures consistent with the criteria in this policy and based on the Board's space determinations approved in January of each year.

#### **REVIEW AND REVISION OF POLICY**

If, in the course of reviewing the Board's Open Enrollment Program, it opts to modify the policy, any changes shall be made by resolution and be adopted prior to the first application date of the open enrollment period to which the revisions shall apply.

#### **General Provisions**

- A. A student, who has been accepted under this program, who has not met the academic prerequisites for participation in a particular program in which the student wishes to enroll shall not be placed in that program.
- B. The District's Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity shall apply to all applicants under this program. In addition, the District will not discriminate on the basis of an applicant's intellectual, academic, artistic, athletic, or other ability, talent, or accomplishment, or based on a mental or physical disability, except as provided for in the statute authorizing this program.

C. The District Administrator shall be responsible for developing and promulgating administrative guidelines to implement this policy. (See accompanying pages.) Such guidelines shall address at least the following matters:

1. participation in interscholastic athletics
2. District transportation services
3. transfer of academic credit
4. assignment within the District
5. payment of fees and other charges

#### **Application of Emergency Orders**

All timelines or other procedures described in this policy and in any implementing administrative guidelines are subject to modification in the event that the State or Federal government issues emergency or other temporary orders affecting any of the subject matter of this policy. The policy automatically incorporates the contents of any such order or proclamation, including any discretionary authority provided, and delegates by policy the authority to exercise that discretion to the District Administrator.

Revised 7/13/20

Revised 2/14/22

Revised 6/13/22

Revised 11/14/22

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Legal

118.51, Wis. Stats.

Wis. Adm. Code Ch. P.I. 36

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of ATTENDANCE
Code	po5200
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

## 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.

~~[ ] For information on summer or interim school attendance, see Policy 2440.01 — Summer or Interim School Attendance.~~

### **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:**

**Quarantine**

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

**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 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.

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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 LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE-DONE WEC
Code	po5330 Wendy
Status	
Adopted	December 9, 2019
Last Revised	May 8, 2023

### 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 requires medication to benefit from their educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, chiropractor, 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 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.

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.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which 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. Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original manufacturer's package which lists the ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds 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.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5350.

No CBD products will be permitted for use at school.

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. Parents, or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5330 - Drug Prevention and of the Student Code of Conduct.

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

Any, staff member or volunteer, authorized in writing by, the District Administrator 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 healthcare 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.

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.

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

The school nurse(s) 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). The plan shall state whether and to what extent the District will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

### **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 school nursing staff in consultation with the District Administrator 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.

All students and staff are prohibited from using essential oils at school.

**~~(-) OPTION [Drafting Note: if the Board adopts this option regarding the provision of stock bronchodilators and staff administration, it must adopt a plan with the approval of a physician, an advanced practice nurse prescriber, or a physician assistant before any school nurse or designated personnel can provide or administer a bronchodilator to a student]~~**

#### **Stock Bronchodilators for School Districts**

The Board recognizes that asthma is a leading cause of hospitalization of children and is responsible for many missed school days every year. Accordingly, the Board directs ~~( )~~ the District Administrator ~~( )~~ 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 respiratory distress and to provide or administer bronchodilators accordingly;~~
- ~~C. delineates the permissible scope of usage to include providing a District-owned bronchodilator to students who have a prescription on file with the school in the event the student is experiencing a respiratory event and/or administering a bronchodilator to such students, and/or administering a bronchodilator to any student or other person, regardless of whether there is a prescription on file, but believes in good faith the person is suffering from respiratory distress;~~
- ~~D. is approved by a physician, an advanced practice nurse prescriber, or a physician assistant licensed in the State of Wisconsin;~~
- ~~E. notes that the school and any school nurse or designated school personnel that provide or administer bronchodilators 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;~~
- ~~F. 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 a 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.]~~

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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 Cale to approve, 34-1 Technical Corrections
Title	Copy of STUDENT ACCIDENTS/ILLNESS/CONCUSSION & SUDDEN CARDIAC ARREST
Code	po5340
Status	
Adopted	December 9, 2019
Last Revised	May 8, 2023

### 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 business office on all accidents.

#### **Illness**

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

#### **Concussion**

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

At the beginning of a season of any athletic sport, the Athletic Director shall distribute a concussion and head injury information sheet to each coach and to each student participant. No student will be permitted to participate in any athletic activity unless that student, or if the student is under age nineteen (19) then the student's~~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 and teachers that their child is being treated by a healthcare professional for a concussion must provide written clearance from that healthcare professional for full or limited participation in class, practice, activity, or competition. Prior to receiving written clearance from a healthcare professional, students who have sustained a concussion may not participate in any school-related physical activities.

**Sudden Cardiac Arrest**

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

In an effort to educate parents, students, and coaches regarding this condition, information regarding sudden cardiac arrest shall be included along with distribution of the required information concerning concussions and shall be distributed to all participants age 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 (DPI) and Wisconsin Interscholastic Athletic Association (WIAA):

- 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 118.29, 118.293, 118.2935, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of EMERGENCY MEDICAL AUTHORIZATION
Code	po5341 Rescind Wendy
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

~~5341~~ **EMERGENCY MEDICAL AUTHORIZATION**

~~The District will distribute annually to parents of all students the Emergency Medical Authorization Form via their Student Information System (SIS). In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.~~

~~The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.~~

~~Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.~~

~~Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340— Student Accidents/Illness/Concussion & Sudden Cardiac Arrest and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.~~

T.C. 3/11/24

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Legal 118.29(4), Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460 ok. Katie
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

**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 <del>(Class of 2028 and beyond)</del>
Electives	7.50 credits <del>(7.0 credits for Class of 2028 and beyond???)</del>

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, 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)

### **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 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.

### **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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115.28, 118.30, 118.33, Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of DRESS AND GROOMING
Code	po5511 done cb
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

### 5511 - ~~DRESS AND GROOMING~~ APPEARANCE

The Board recognizes that each student's mode of dress and ~~grooming~~ appearance is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator shall establish such ~~grooming~~ dress and appearance guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or ~~grooming~~ appearance practices ~~which~~ that:

- A. present a hazard to the health or safety of the individual student ~~himself/herself~~ or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities;
- C. cause excessive wear or damage to school property;
- D. prevent the student from achieving ~~his/her own~~ educational objectives because of blocked vision or restricted movement.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the principal shall serve as the initial arbiter of student dress and ~~grooming in his/her~~ appearance within the building or at school-sponsored events or activities;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech ~~in so far~~ insofar as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation.

Expressive dress may not be protected speech if it involves:

- A. ~~o~~bscenity
- B. ~~l~~anguage or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

If the clothing cannot be removed or concealed, and other clothing options are not available for the student, the student may be sent home after contact is made with the student's parent/~~guardian~~.

The school will make attempts to collaborate with the parent ~~guardian~~ to provide alternative clothing so the student can remain within the educational environment.

Revised 2/14/22

T.C. 6/13/22

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120.13(1), Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512 Wendy - done
Status	
Adopted	December 9, 2019
Last Revised	May 8, 2023

## 5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to possess, use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events. The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products on school property or at off-campus, school-sponsored events is prohibited.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy. Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict between the Board's policy prohibiting the use or possession of nicotine containing products and a student's exercise of cultural traditions, the administration shall consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.

### ~~[ ] Response to Policy Violations~~

~~[ ] Separate from disciplinary sanctions imposed for violations of this policy, the District shall address violations of this policy by students with the application of supportive disciplinary practices designed to promote recovery and reduction of tobacco and nicotine addictions and dependence. ( ) See AG 5512— Use of Tobacco and Nicotine by Students.~~

~~[ ] The District recognizes the use of in-school or out-of-school suspension for tobacco and nicotine addiction increases the likelihood of negative educational outcomes, and thereby ( ) prohibits ( ) discourages [END OF OPTION] exclusionary practices for students who violated this policy, including suspension and expulsion. ( ) The participation in extra-curricular activities may not be withheld from the student unless required by outside organizations (i.e., WIAA sanctions minimum suspension policy)~~

### Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transporting students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. This specifically includes marijuana and hemp plant derived substances, whether or not legally sold in Wisconsin, including CBD production, Delta 8 THC, Delta 9 THC, or any other variation thereof. "Smoking" also includes carrying or using an activated electronic smoking device.

~~[ ] The term "supportive disciplinary practices" means disciplinary practices that incorporate opportunities for students to understand the root causes of their behavior, develop positive coping strategies, and support efforts to cease the problematic conduct. [END OF OPTION]~~

The term "tobacco product" means any product containing, made, or derived from tobacco or that contains nicotine, whether synthetic or natural, that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; electronic smoking devices; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; pouches, snuff; snuff flour; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco.

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

The term "tobacco industry" means manufacturers, distributors, or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

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Revised 6/13/22

Revised 11/14/22

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111.321, Wis. Stats.

120.12(20), Wis. Stats.

20 U.S.C. 6081 et seq.

20 U.S.C. 7182

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of THE SCHOOLS AND GOVERNMENTAL AGENCIES
Code	po5540 done cb
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

**5540 - ~~THE SCHOOLS AND GOVERNMENTAL AGENCIES~~ INVESTIGATIONS INVOLVING LAW ENFORCEMENT AND OTHER GOVERNMENTAL AGENCIES**

The Board is committed to maintaining the educational atmosphere of the schools and restricting access by individuals not part of the school system but also recognizes its responsibility to cooperate with law enforcement agencies and its need for assistance from law enforcement in certain circumstances.

[X ] The District contracts with one or more municipalities for the services of School Resource Officers (SROs) pursuant to its shared agreement or Memorandum of Understanding, which sets forth the relationship between school officials and SRO.

When law enforcement requests permission to interview a student at school, the District Administrator or building administrator shall be contacted prior to any further action by law enforcement. The administrator shall determine whether it is appropriate to provide access to the student based on the officer's purpose, whether the officer has stated that there is an emergency involving imminent threat, or that the officer is in possession of a valid warrant. A warrant shall be deemed valid if executed by a judicial officer and describes the school premises.

If law enforcement is contacted by the administration for assistance, administration may maintain the lead role in the investigation and shall be present. If the situation requires law enforcement to lead to investigation and/or an administrator is not present, the officer will contact a parent to be present for any interview to the extent reasonable based on the immediate situation.

Law enforcement investigations on school premises fall into two (2) primary categories. First, some investigations will occur at the request of school administration due to suspicion of a violation of school policy that may also be criminal. Second, law enforcement investigations may occur without the initiation of school officials and may or may not involve activity on school grounds.

Different procedures are to be followed in each instance as outlined below:

**A. By law enforcement personnel, on request of school authorities**

1. An administrator may exercise ~~his/her~~ discretion in determining whether to request assistance of law enforcement in investigating a crime, or allegation of a crime, committed in ~~his/her~~ the administrator's school building or on school grounds during school hours. If assistance is so requested, it shall be directed to the local law enforcement agency and the administration shall remain the primary investigator with assistance from law enforcement. When determining whether to contact law enforcement, a school administrator shall consider the mandatory reporting requirements of ~~Section~~ 48.981, Wis. Stats., in the event the allegations involve suspected child abuse or neglect.
2. If the administrator requests assistance, a law enforcement officer may conduct an investigation within the school building and interview students as witnesses in school during the school day. The administrator shall be present during the interview unless the law enforcement officer, student or the student's ~~his/her~~ parent requests that the school official not be present. The student may request other representation such as legal counsel. If a student requests legal counsel, the administrator will make an effort to contact the parent(s) and the student will be put in custody of the law enforcement agency. The administrator or law enforcement officer shall attempt to contact the parent(s) of any student prior to questioning by law enforcement. If

building level administration leads the investigation, with an officer present, prior parent contact is not required and administration will contact parents after completing the investigation (case specific - some may warrant prior parent contact). A decision whether to take a student into custody is the decision of the law enforcement officer.

3. If the investigation focuses on a particular student as a prime suspect of crime, the administrator and the law enforcement officer shall abide by the guidelines with respect to any interrogation, search and arrest. Once law enforcement is involved in an investigation of possible criminal activity on school grounds, assuring that the constitutionally protected rights are respected during the investigation process is the law enforcement officers' responsibility.
4. School officials shall assist and cooperate in investigations as requested by law enforcement and consistent with District responsibility to maintain the confidentiality of student records under State and Federal law.

#### **B. By law enforcement personnel without request of school authorities**

1. Law enforcement officers will be asked to make every effort to interview students outside of the school hours and outside of the school setting in those cases where assistance has not been requested by school authorities. This procedure will not apply to circumstances where a serious crime may be involved, or where imminent threats to persons or property may be involved or where law enforcement states that it is not feasible to interview the student outside of school due to the nature of the investigation and that they are not able to provide specific information substantiating the need to immediately interview the student.
2. If law enforcement deems it absolutely necessary to interview a student at school, the law enforcement personnel shall first contact the administrator regarding the planned visit and inform the administrator of the circumstances that require ~~him/her~~ law enforcement to investigate within the school and obtain ~~his/her~~ the administrator's approval to interview a student during school hours. The law enforcement officer shall not commence ~~his/her~~ an investigation until such approval is obtained. The law enforcement personnel may appeal to the District Administrator if it is deemed that approval was unreasonably withheld.

The administrator shall make every effort to maintain the privacy of the student.

3. If law enforcement officer is in possession of a valid warrant, school officials shall in no way interfere with the officer's execution of the warrant. A warrant shall be considered "valid" if it accurately describes the school facility and is executed by an authorized judicial official. District officials shall not attempt to evaluate the sufficiency of probable cause upon which the warrant is based.

In the event a law enforcement officer seeks to execute a warrant on school grounds, the officer is to be directed to building administration. The administration shall attempt to assist in executing the warrant by directing the student to report to the office. The school administration shall then: (1) contact the student's parent if the student is a minor; and (2) contact the District Administrator. This process shall be followed unless the law enforcement official states that ~~s/he~~ the official has reason to believe that the subject of the warrant poses an immediate threat to the health and safety of others while in the school. In such a case, school officials shall grant access to the facility for execution of the warrant.

~~[ ] The District Administrator shall prepare guidelines to promote understanding and cooperation between staff members and students and these agencies.~~

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Legal                                    118.257, Wis. Stats.  
    120.13(35), Wis. Stats.  
    175.32, Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of SUSPENSION AND EXPULSION
Code	po5610
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

### 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. The Board supports utilizing developmentally appropriate interventions and supports rather than exclusionary discipline for students in second grade or below.

#### **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.

The suspension must be reasonably justified based upon the grounds authorized under 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 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~~ the District Administrator or designee, 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~~ District Administrator or designee 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 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.

**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  
Revised 6/10/24

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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 Cale to approve, 34-1 Technical Corrections
Title	Copy of IN-SCHOOL DISCIPLINE
Code	po5610.02 done
Status	
Adopted	December 9, 2019

#### 5610.02 - **IN-SCHOOL DISCIPLINE**

It is the purpose of this policy to provide an alternative to out-of-school suspension. The availability of in-school discipline options is dependent upon the financial ability of the Board of Education to support such a program.

In-school discipline will only be offered at the discretion of the building administration for offenses found in the Student Code of Conduct.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified and other suitable transportation arrangements have been made. Notification to the parent is the responsibility of District personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

~~[ ] The District Administrator is to establish administrative guidelines for the proper operation of such programs and to ensure that appropriate due process procedures are to be followed as applicable. **[END OF OPTION]**~~

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Legal	120.13(1), Wis. Stats.
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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of DUE PROCESS RIGHTS
Code	po5611 Rescind Wendy
Status	
Adopted	December 9, 2019

### ~~5611 — DUE PROCESS RIGHTS~~

~~The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.~~

~~To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:~~

#### ~~A. Students subject to suspension:~~

~~The suspended student, and if a minor, the parent of the suspended minor student shall be given prompt notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the District Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.~~

#### ~~B. Students subject to expulsion:~~

~~Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.~~

~~The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.~~

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of STUDENT COMPLAINTS - Reviewed
Code	po5710 Rescind Ed Team
Status	
Adopted	December 9, 2019

### ~~5710~~ **STUDENT COMPLAINTS**

~~The Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.~~

~~The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:~~

- ~~A. Policy 5517.01—Bullying;~~
- ~~B. Policy 2260.01—Section 504/ADA Prohibition Against Discrimination Based on Disability;~~
- ~~C. Policy 2260—Nondiscrimination and Access to Equal Educational Opportunity;~~
- ~~D. Policy 5517—Student Anti Harassment; and~~
- ~~E. Policy 9130—Public Requests, Suggestions, or Complaints.~~

~~If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.~~

### © Neola 2019

Legal	118.13 Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1681, Title IX of Education Amendments Act 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979
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Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of BUDGET HEARING
Code	po6230
Status	
Adopted	December 9, 2019

#### 6230 - **BUDGET HEARING**

The annual budget adopted by the Board represents the Board's position on the allocation of resources required to operate an appropriate system of education. All reasonable means shall be employed by the Board to present and explain that position to all interested parties. A public budget hearing will be conducted at the annual meeting.

The report will include:

- A. receipts and expenditures of the School District since the last annual meeting;
- B. the current cash balance of the School District;
- C. the amount of the deficit and the bills payable to the School District;
- D. the budget summary required under ~~s. 65.90 of the Wisconsin Statutes~~, Wis. Stats.;
- E. the amount in the trust established pursuant to ~~Section 66.0603 (1m) (b) 3. of the Wisconsin Statutes~~, Wis. Stats. the investment return earned by the trust since the last annual meeting, the total of disbursements made from the trust since the last annual meeting, and the name of the investment manager if the investment authority has been delegated.

Each member of the Board and each administrator in the District shall be sufficiently acquainted with the budget and its underlying purposes to answer questions from members of the public.

The final budget approved by the Board shall be made available to the public in the form and places as required by law.

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Legal	65.980, Wis. Stats. 120.11(3), Wis. Stats. (for common or union high districts only)
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Book Policy Manual

Section Policies for LAT to review, 34-1 (Dec. 2024 release)

Title Copy of PETTY CASH

Code po6620 Josh - Done

Status

Adopted December 9, 2019

**6620 - PETTY CASH**

The Board of Education recognizes the convenience afforded the day-by-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such District Administrator shall be responsible for the implementation and maintenance of such controls as will and procedures to prevent abuse of such petty cash funds.

~~Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. (x) No petty cash fund shall exceed \$ 500 unless approved by the Board. [END OF OPTION] A request for petty cash funds must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.~~

~~The custodian of each petty cash fund shall prepare a schedule of disbursements when the funds available in petty cash have declined to less than twenty five percent (25%) of the full amount authorized and shall show the disbursements by line account numbers. The custodian shall submit the schedule to the District Administrator with a voucher requesting replenishment in like amount.~~

All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the ~~depository~~General Fund.

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of MAINTENANCE
Code	po7410 Josh & Ryan done
Status	
Adopted	December 9, 2019

#### 7410 - MAINTENANCE

The Board ~~of Education~~ recognizes that the ~~fixed~~ capital assets of ~~this~~ the District represent a significant investment of this community and ~~their~~ the maintenance of those assets is of ~~prime~~ concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings ~~and~~, equipment, and District grounds. Wherever possible and feasible, maintenance shall be preventive.

The District Administrator shall develop, for implementation within budget allocations approved by the Board ~~by the custodial and maintenance staff~~, a maintenance program ~~which~~ that shall include:

- A. a regular ~~summer~~ program of facilities repair and conditioning;
- B. the maintenance of a critical spare parts inventory;
- C. an equipment replacement program;
- D. a long-range program of facilities refurbishment ~~building~~ modernization;
- E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

~~[ ] The District Administrator shall develop and provide promulgate to the custodial and maintenance staff such administrative guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law. [END OF OPTION]~~

Disabled parking spaces and signs, which conform to in conformance with State law, shall be provided where deemed necessary.

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of SAFETY STANDARDS
Code	po7430 Josh - Done
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

**7430 - SAFETY STANDARDS**

The Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. ~~S/He~~The District Administrator shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations ~~thereof~~ discovered during such audits. Reports of violations and remediation actions shall be provided to the District Administrator who shall keep the Board informed of significant issues.

In the event an inspection is made by a representative of the State and a violation is indicated on the inspection report, the District Administrator shall report the ~~results thereof~~ violation(s) and corrective action(s) to the Board no later than at the meeting following the receipt of the State report.

T.C. 6/13/22

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Legal 101.055, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of FACILITY SECURITY
Code	po7440 Josh - Done
Status	
Adopted	December 9, 2019
Last Revised	June 10, 2024

#### 7440 - **FACILITY SECURITY**

Promoting the safety of students, staff, and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

~~Every effort shall be made to~~ Law enforcement shall be contacted and District officials shall fully cooperate with law enforcement's efforts to apprehend those who knowingly cause ~~serious~~ physical harm to students, staff, visitors, and Board property and to ~~require~~ request prosecution of those who bring harm to persons and/or property.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

~~Appropriate authorities may be contacted in the case of serious offenses.~~

The District Administrator is authorized to utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare, and safety of students, staff, visitors, and Board property in school buildings and/or on District property.

#### **Public Access to School Facilities**

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall provide official identification used in electronic visitor monitoring. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age appropriate, a student from the class. School office staff must contact the classroom teacher to verify that the visitor is expected.
- D. All visitors are expected to sign out prior to departing the building.

- E. Outside of instructional times, no person other than a staff member may be in any school building except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

### **Parents as Visitors**

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the school office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies and administrative guidelines.

Parents who ~~that~~ do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

### **Court Imposed Restrictions**

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

### **Sex Offenders on School Property**

Any person who ~~that~~ is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

Revised 5/8/23

T.C. 3/11/24

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Legal

120.13(35), Wis. Stats.

175.32(2), (3), Wis. Stat.

301.475, Wis. Stat.

State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of SMART MONITORING EQUIPMENT
Code	po7440.02 Ralph Done
Status	
Adopted	March 11, 2024

#### 7440.02 - **SMART SENSOR AND MONITORING EQUIPMENT TECHNOLOGY**

In order to protect students and faculty, promote security and protect the health, welfare and safety of students, staff and visitors, the Board authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and school buses. Smart sensor and monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The District Administrator is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the District. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, locker rooms, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries).

Any person who takes action to block, move, or alter the location of a smart sensor shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the ~~School~~ District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, information obtained through the use of smart sensor equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to Board policy and ~~regulations~~ administrative guidelines.

Smart sensor technology is to be implemented in accordance with this policy and ~~the any~~ related guidelines. The Board will not accept or tolerate the improper use of smart sensor ~~equipment~~ and monitoring technology and will take appropriate action in any cases of wrongful use of ~~this policy~~ such technology.

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03 Ralph Done
Status	
Adopted	December 9, 2019
Last Revised	December 14, 2020

### 7540.03 - **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides technology resources (as defined in Bylaw 0100 - Definitions) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136 - Personal Communication Devices).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Director of Technology and Media Services may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to confirm their agreement to abide by the terms and conditions of this policy ( X ) by signing the District technology use form.

**~~[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]~~**

**[ x ]** Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and 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 students' use of District technology resources.

Revised 7/13/20

TC 12/14/20

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Legal

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

47 C.F.R. 54.500

47 C.F.R. 54.501

47 C.F.R. 54.502

47 C.F.R. 54.503

47 C.F.R. 54.504

47 C.F.R. 54.505

47 C.F.R. 54.506

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47 C.F.R. 54.508

47 C.F.R. 54.509

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47 C.F.R. 54.520

47 C.F.R. 54.522

47 C.F.R. 54.523

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.04 Ralph Done
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

#### 7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Technology and Information Resources (as defined by Bylaw 0100 - Definitions) to support the educational and professional needs of its staff and students. The Board provides staff with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students and to facilitate the staff's work. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and its related administrative guidelines and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02 -Web Content, Apps, and Services).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology and Information Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource-sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

First, Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be

exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

The District Administrator or Director of Technology may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students or staff online; and
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Furthermore, staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above, and staff members will monitor students' online activities while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building Principals are responsible for providing training so that staff users of District technology resources under the Principal's supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including chat rooms and cyberbullying awareness and response. All users of District technology resources are required to confirm their agreement to abide by the terms and conditions of this policy by signing the District technology use form. Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use of District-issued email accounts.

**~~[Drafting Note: If the District participates in the Federal Universal Service E-Rate Program for Schools, the Federal Communications Commission (FCC) requires the following language be included in your acceptable use policy.]~~**

**X-** Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents, and other staff members.

Staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to District approved online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Staff members may only use District technology resources to access or use social media if it is done for educational or business-related purposes.

General school rules for behavior and communication apply.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology and information resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Director of Technology and Media Services as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

### **Social Media Use**

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment Rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's private computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330 - Student Records. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

Revised 7/13/20

TC 12/14/20

T.C. 3/11/24

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h), (1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

20 U.S.C. 6777

20 U.S.C. 9134 (2003)

47 C.F.R. 54.500

47 C.F.R. 54.501

- 47 C.F.R. 54.502
- 47 C.F.R. 54.503
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- 47 C.F.R. 54.520
- 47 C.F.R. 54.522
- 47 C.F.R. 54.523

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of ASSISTIVE TECHNOLOGY AND SERVICES
Code	po7540.05
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

#### 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~~ its 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~~ consistent with the student's 504 Plan.

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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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 LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT
Code	po7540.07 Ralph Done
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

#### 7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system may be blocked at any time if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

**X ]** Students are prohibited from using any District-issued email address, or password for the District-issued email account, for personal accounts in third-party services (e.g., Facebook, X, Instagram, Pinterest, YouTube, etc.) ~~(-) without authorization from the Principal~~ **[END OF OPTION]. [END OF OPTIONAL SENTENCE]**

~~Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the site administrator.~~

Students may join list servs or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list servs or other e-mail services do not become excessive. If a student is unsure whether they have adequate storage or should subscribe to a list servs or RSS feed, the student should discuss the issue with a classroom teacher, the building principal or the District's Technology Director. The Technology Director is authorized to block e-mail from list servs or e-mail services if the e-mails received by the student becomes excessive.

~~Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.~~

#### **Unauthorized E-mail**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

### **Authorized Use and Training**

Pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

Furthermore, students using the District's e-mail system shall satisfactorily complete training (X ), pursuant to Policy 7540.03 - Student Technology Acceptable Use and Safety, regarding the proper use of e-mail (X ) annually.

T.C. 6/13/22

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	New Policy - Vol. 34, No. 1, Dec. 2024 - CONSULTANTS
Code	po8125 Cale done
Status	

**New Policy - Vol. 34, No. 1**

**8125 - CONSULTANTS**

The Board authorizes the District Administrator to hire consultants for special purpose, time-limited services. Such services typically provide supplemental resources for special or ongoing planning, in-service, administrative, facility, or instructional needs of the District. Money for consultant services may be designated in the District's annual budget. District staff who possess needed skills may be hired in a consulting capacity outside their regular assignments at the discretion of the District Administrator, provided that compensation is provided consistent with wage and hour requirements. Consultants who interact with students shall be subject to the same criminal history records and background checks as volunteers (see Policy 8120 - Volunteers).

~~[ ] The District Administrator shall report to the Board the contract of any consultants no later than at the next Board meeting.~~

Approval of consulting contracts shall be consistent with any applicable requirements of Board Policy 6320 - Purchasing.

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Legal	120.20, Wis. Stats.
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Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of PUBLIC RECORDS
Code	po8310 done cb; Prices updated RW
Status	
Adopted	December 9, 2019
Last Revised	June 10, 2024

### 8310 - PUBLIC RECORDS

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records, including providing the notice required under 19.34(1) Wis. Stats., identifying the positions of the District that constitute a local public office pursuant to 19.32(1dm), and 19.42 (7w), Wis. Stats., and other required information. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to the office held; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing the originator's recollection and as a matter of convenience (not part of assigned job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of ~~\$0.20 per page~~ **\$0.01352 per page for a black-and-white copy of records and \$0.06325 per page for a color copy**, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits. **[DRAFTING NOTE: According to public records guidance from the Wisconsin Department of Justice, a governmental unit may not make a profit on its response to a public records request. The copy fee may only include the cost of the paper and the cost of the**

~~copy. For example, the DOJ charges \$0.0135 per page for a black and white copy of records and \$0.0632 per page for a color copy, based on copy charges under the state contract for photocopiers. Districts are advised to calculate their own costs using this DOJ guidance.~~

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$50.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of their duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting, in the performance of his/her official Board member duties, any record of this District, except student records and certain portions of personnel records.

~~[ ] The District Administrator is authorized to develop administrative guidelines to provide for proper compliance with the intent of this policy and the public records law.~~

### **Records Retention Schedule**

19.21(6), Wis. Stats. requires that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the Board.

The Board has approved the following current records retention schedules developed by the Wisconsin Historical Society and PRB:

- A. Wisconsin Public School District and Related Records GRS ~~(expiring March 20, 2033)~~
- B. Administrative and Related Records GRS ~~(expiring March 21, 2032)~~

The District will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedules adopted do not define the retention period for a particular record, the District will retain the record for seven (7) years.

Revised 7/13/20

Revised 6/13/22

Revised 3/11/24

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Legal	19.21, Wis. Stats.
	19.31-39, Wis. Stats.
	19.42, Wis. Stats.
	120.13(12), Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of STUDENT MENTAL HEALTH SERVICES - DONE WEC
Code	po8395 Wendy
Status	
Adopted	December 14, 2020
Last Revised	February 10, 2025

### 8395 - **STUDENT MENTAL AND PHYSICAL 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 access to physical and 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 physical and mental health services ("Services"), when appropriate through the Pupil Services Department and school nurses. These Services may be provided in conjunction with ~~Marathon County Mental Health Consortium and from~~ licensed agencies authorized to provide Services at the schools. ~~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~~ and which supplements those Services provided by a teacher, paraprofessional, school nurse and other health professionals, 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 by outside agencies in the school setting 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).

#### **School District Physical Health Professionals**

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

The School Nurse shall maintain information regarding community-based and other types of 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 support continuity of services in and out of school. All Services provided by and/or coordinated by the District shall be available to students who participate only on a voluntary basis.

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

Where appropriate, Pupil Services and school health professionals 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 arrangements ~~necessities~~.
- B. All individuals providing Services must have on file with the District the following ~~prior to providing Services~~: (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~~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~~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 ~~S~~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 ~~S~~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 ~~S~~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~~Services provider 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~~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 physical or 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. This policy is to be administered consistent with Policy 5330 - Administration of Medication/Emergency Care, Policy 5310.01 - Emergency Nursing Services, as well as other Board policies concerning student health.

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Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of FREE AND REDUCED-PRICE MEALS
Code	po8531 Josh - Done
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

### 8531 - FREE AND REDUCED-PRICE MEALS

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

**~~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, if the District participates in the Wisconsin School Day Milk Program.

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 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 regulations. 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.

If the District has received approval to extend free meals to all students in one (1) or more of the District's schools through the Community Eligibility Provision (CEP), such participation in CEP means that all students attending those qualifying schools 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 x ] District Administrator [ ] ~~Food Service Director~~ **[END OF OPTIONS]** shall notify DPI and request an additional year of CEP eligibility prior to recertification.

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the Food Service Director 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, 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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 2/14/22  
T.C. 5/8/23  
Revised 3/11/24

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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 Cale to approve, 34-1 Technical Corrections
Title	Copy of LACTATING EMPLOYEES
Code	po8700 - OK TAG
Status	
Adopted	March 11, 2024
Last Revised	June 10, 2024

### 8700 - **LACTATING EMPLOYEES**

The Board supports staff members who choose to express breast milk ~~following the birth of a child~~. When any staff member, ~~whether a professional staff member or support staff member~~ has notified their supervisor of the staff member's intent to express breast milk during the workday, the supervisor shall make necessary arrangements to provide the following:

- A. ~~a~~An appropriate location that is suitable for expressing breast milk. The location must be shielded from view and not accessible during usage by any other person. The location provided may not be a bathroom;:-
- B. ~~a~~A reasonable amount of time to complete the activity based on an established schedule of frequency the staff member requires. The staff member is responsible for providing a schedule of frequency and for completing the process efficiently.

Additional requests from a covered employee ~~to assist~~ for assistance in ~~the process of expressing~~ developing procedures for the employee's need to express breast milk under this policy should be addressed to a building administrator. Reasonable efforts will be made to facilitate full access to the benefits of this policy.

A participating employee must record time spent expressing breast milk at work which will be recorded as unpaid time, unless the employee also performs work related responsibilities during this time. Any staff member who has given birth to a child and opts to express breast milk thereafter is entitled to the benefits of this policy.

Any staff member who has provided notice of the need to express breast milk at work and has complied with the responsibilities of doing so in this policy is eligible to do so for up to one (1) calendar year from the birth of the child.

No staff member who requires break time to express breast milk consistent with this policy shall be subjected to retaliation or any form of adverse treatment for doing so.

Any staff member who feels they have been denied adequate protections or feels they have been retaliated against or otherwise treated unfairly as a result of availing themselves of the rights described in this policy shall report such concerns to the District Administrator. Any such report shall specify the alleged deficiency and desired resolution so that the District Administrator may provide an appropriate resolution, within ten (10) calendar days of the report.

The benefits described in this policy shall be administered concurrently with other benefits, such as Family Medical Leave Act (FMLA) rights.

This policy does not apply to students. Any student who is expressing breast milk following the birth of a child should contact the Principal to discuss arrangements to enable the student to do so.

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Legal 29 U.S.C. 218d

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
Code	po9700
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

### 9700 - **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the District Administrator; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. All crowdfunding activities are subject to Policy 6605 - Crowdfunding.

No non-school affiliated group may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks without the specific written permission of the District Administrator.

#### **School District Referendum Advocacy**

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

#### **A. Materials or Activities**

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the District Administrator on the basis of the proposed activities or materials educational contribution to part or all of the school program, benefit to students and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest-groups in adopted courses of study with the approval of the principal.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

#### **B. Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;
2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;
3. interrupt the regular school program;
4. involve any direct cost to the District unless the student body as a whole derives benefit from such activities;
5. cause the participants to leave the School District, unless the Board's Policy 2340 - Field and Other District-Sponsored Trips has been complied with in all aspects;

### **C. Distribution/Posting of Literature**

The District Administrator shall establish administrative guidelines which ensure that:

1. criteria established in Policy 5722 - School-Sponsored Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;
2. the school mail system is not used by students or staff for distribution of nonschool-related materials;
3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the District Administrator;
4. the time, place, and manner of distribution of all nonschool-related materials is clearly established and communicated.

### **D. Solicitation of Funds**

Because the District cannot accommodate every organization that desires to solicit funds for worthy purposes, the Board shall not permit any organization not related to the District to solicit funds on District property.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.

This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

### **E. Prizes/Scholarships/Other Awards**

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities.

The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

### **F. Surveys and Questionnaires**

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

Revised 2/14/22

Revised 6/13/22

T.C. 3/11/24

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Legal

118.125, Wis. Stats.

Book	Policy Manual
Section	Policies for LAT to review, 34-1 (Dec. 2024 release)
Title	Copy of FUND BALANCE
Code	po6235 See notes about custom language. Josh
Status	
Adopted	December 9, 2019

## 6235 - FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to: ~~minimize or avoid short term borrowing for cash flow purposes.~~

- A. minimize or avoid short-term borrowing for cash flow purposes;
- B. cover unforeseen expenditure needs or unrealized revenue sources; and
- C. demonstrate financial stability to preserve or enhance the District's bond rating, thereby lowering debt issuance costs.

The Board will reserve adequate funds ~~shall ensure that adequate funds are reserved for the General Fund~~ to maintain a secure financial position. The use of Fund Balance reserves for recurring costs is discouraged.

### ~~[DRAFTING NOTE: CHOOSE ONE OF THE FOLLOWING OPTIONS OR NEITHER OPTION.]~~

~~whereby thex ]~~ **OPTION #1:** The Fund 10 fund balance shall not fall below 10% of the preceding year's Fund 10 expenditures.

~~[ ]~~ **OPTION #2:** The target Fund Balance range for maintaining the District's financial stability is \_\_\_\_\_ percent (\_\_\_\_%) of the preceding year's Fund 10 expenditures. ~~[END OF OPTION #2]~~

Any under-budget account balances in a given fiscal year will be added to the District fund balance. Budget preparation and management shall adhere to this fund balance expectation. For the purposes of the District's self-funded insurance plan, the District will maintain a committed fund balance of up to 25% of expected annual self-funded insurance expenditures.

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors and Chief Fiance and Business Services Officer. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor and Chief Fiance and Business Services Officer. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

Use of the general fund balance shall be restricted to one-time expenses approved by the Board as a result of a District initiative or unforeseen costs. The general fund balances shall not be designated for any recurring costs in the operating budget. If during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

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Legal

Government Accounting Standards Board Statement 54

Book	Policy Manual
Section	Policies for Cale to approve, 34-1 Technical Corrections
Title	Copy of PURCHASING
Code	po6320 Ok Josh
Status	
Adopted	December 9, 2019
Last Revised	November 14, 2022

### 6320 - **PURCHASING**

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

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

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

#### **Competitive Bids for construction and/or remodeling**

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

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

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

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

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

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

#### **General Provisions**

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





# BUDGET UPDATE

## APRIL 28, 2025



**Note: All information in this document is estimated and subject to change.**



# Agenda

- Budget situation
- Budget process & lens
- Budget Reconciliation
- Three-year fiscal plan
- Next steps & questions



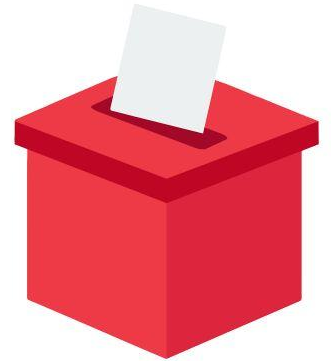
# State Funding Challenges

- Districts funded in large part by per pupil allocation.
- WSD allocation in 24-25: \$11,774
  - Projection for 25-26: \$12,099
- State funding continues to lag
- Record number of referendum ballot questions in 24-25
- Recent court ruling on \$325 annual increase
- \$325 < inflation
- Special education reimbursement
- Budget timeline



# Spring Referendum Results Statewide & Next Opportunity

- \$8 million non-recurring referendum failed on April 1st by roughly 350 votes
- Record number of referendum in 2024-2025
- 55% pass rate Spring 2025
- 75%+ pass rate Fall 2024
- Next opportunities are Spring 2026 and Fall 2026
- District limited to two questions annually



# 2025-26 Budget Calendar

**Prior to  
Presentation  
of Initial  
Budget**

- Budget workshop
- Budget reconciliation plan to the Board

**May 19,  
2025**

- Committee approval of the initial 2025-26 budget

**June 9,  
2025**

- School Board approval of the initial 2025-26 budget

**August 29,  
2025**

- Share equalized value
- Set Annual Meeting date
- Recommendation for 2025-26 budget and tax levy

# 2025-26 Budget Calendar

**Sept. 8,  
2025**

- Approve the 2025-26 budget and tax levy for publication and presentation at Annual Meeting

**Sept. 22,  
2025**

- Regularly scheduled Education/Operations Committee Meeting
- Annual Meeting and Budget Hearing

**October  
13, 2025**

- Full Board approvals from September committee meeting

**October  
27, 2025**

- Adopt final budget
- Adopt district tax levy

# Budget Projection Updated with 7% Insurance Premium Increase

## Fund 10 - General Fund - Projection Summary

Wausau School District | Base - Work in Progress Updated Board 01-06-25 Version 2

	BUDGET		REVENUE & EXPENDITURE PROJECTIONS								
	FY - 2025	FY - 2026	% Δ	FY - 2027	% Δ	FY - 2028	% Δ	FY - 2029	% Δ	FY - 2030	% Δ
<b>REVENUE</b>											
Local Sources	\$20,040,007	\$21,897,103	9.27%	\$21,495,270	-1.84%	\$20,450,240	-4.86%	\$20,175,801	-1.34%	\$20,146,589	-0.14%
State Sources	\$88,951,456	\$87,446,567	-1.69%	\$90,036,398	2.96%	\$92,458,768	2.69%	\$95,307,857	3.08%	\$97,911,719	2.73%
Federal Sources	\$6,656,919	\$4,542,334	-31.77%	\$4,542,334	0.00%	\$4,542,334	0.00%	\$4,542,334	0.00%	\$4,542,334	0.00%
Other	\$2,849,407	\$2,908,081	2.06%	\$2,982,040	2.54%	\$3,056,000	2.48%	\$3,105,306	1.61%	\$3,179,265	2.38%
<b>TOTAL REVENUE</b>	<b>\$118,497,789</b>	<b>\$116,794,085</b>	<b>-1.44%</b>	<b>\$119,056,042</b>	<b>1.94%</b>	<b>\$120,507,342</b>	<b>1.22%</b>	<b>\$123,131,298</b>	<b>2.18%</b>	<b>\$125,779,907</b>	<b>2.15%</b>
<b>EXPENDITURES</b>											
Salary and Benefits	\$80,364,491	\$82,592,344	2.77%	\$84,024,501	1.73%	\$85,964,351	2.31%	\$87,968,525	2.33%	\$90,039,185	2.35%
Other Objects	\$38,908,296	\$38,213,264	-1.79%	\$38,707,440	1.29%	\$39,206,733	1.29%	\$39,713,081	1.29%	\$40,235,940	1.32%
<b>TOTAL EXPENDITURES</b>	<b>\$119,272,788</b>	<b>\$120,805,608</b>	<b>1.29%</b>	<b>\$122,731,941</b>	<b>1.59%</b>	<b>\$125,171,084</b>	<b>1.99%</b>	<b>\$127,681,606</b>	<b>2.01%</b>	<b>\$130,275,125</b>	<b>2.03%</b>
<b>SURPLUS / DEFICIT</b>											
Change over Previous Year	<b>(\$774,999)</b>	<b>(\$4,011,523)</b>		<b>(\$3,675,898)</b>		<b>(\$4,663,742)</b>		<b>(\$4,550,308)</b>		<b>(\$4,495,218)</b>	
		<b>(\$3,236,524)</b>		<b>\$335,625</b>		<b>(\$987,844)</b>		<b>\$113,434</b>		<b>\$55,090</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$30,250,139</b>	<b>\$29,475,140</b>		<b>\$25,463,617</b>		<b>\$21,787,719</b>		<b>\$17,123,977</b>		<b>\$12,573,669</b>	
<b>ENDING FUND BALANCE</b>	<b>\$29,475,140</b>	<b>\$25,463,617</b>		<b>\$21,787,719</b>		<b>\$17,123,977</b>		<b>\$12,573,669</b>		<b>\$8,078,451</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>24.71%</b>	<b>21.08%</b>		<b>17.75%</b>		<b>13.68%</b>		<b>9.85%</b>		<b>6.20%</b>	

# Evaluation Process

## High Student Impact < > Low Student Impact

- Importance of evaluating student impact of decision making

## High Budget Impact < > Low Budget Impact

- Does decision making have significant impact on overall budget

## Good Fiscal Decision Making < > Difficult Fiscal Decision Making

- Are these decisions we should be making anyways?

## Immediate Change < > Long Term Change

- Will decisions have immediate impact on budget challenges

Suggestion	Potential Savings \$	Student Impact	Budget Impact	Financial Decision Making	Immediate Impact	Year of Impact
Example Budget Reduction		4 ▾	3 ▾	3 ▾	5 ▾	2025-... ▾

# Immediate Changes that are High Budget Impact

- Continue to defer needed maintenance: deferral of \$4+ million in needed building maintenance
- Salary changes: 1% salary increases among all groups instead of the budgeted 3%
  - CPI for salary negotiations is set at 2.95%
  - Each percent of salary increase is a budget increase approximately \$800,000 (1% salary increase instead of 3% would save the district approximately \$1.6 million)
- Department budget reductions: proposed 3% budget reductions
- Middle school athletics to Fund 80: moving all middle school athletics to fund 80

# Reconciliation Summary by Category

- Elementary Reorganization Staffing Efficiencies: \$ 1,335,268
  - Teacher Reductions: 10 FTE (full-time equivalent)
  - Clerical Reductions: 4 FTE
  - Admin Reductions: 1 FTE
- Wage Increase Plan Reduction (1.5%) \$ 1,200,000
- Leverage Fund 80 \$ 300,000
  - Middle School Athletics/Activities

**IMPORTANT**

Any staffing reductions = retirements, attrition, or reassignment.

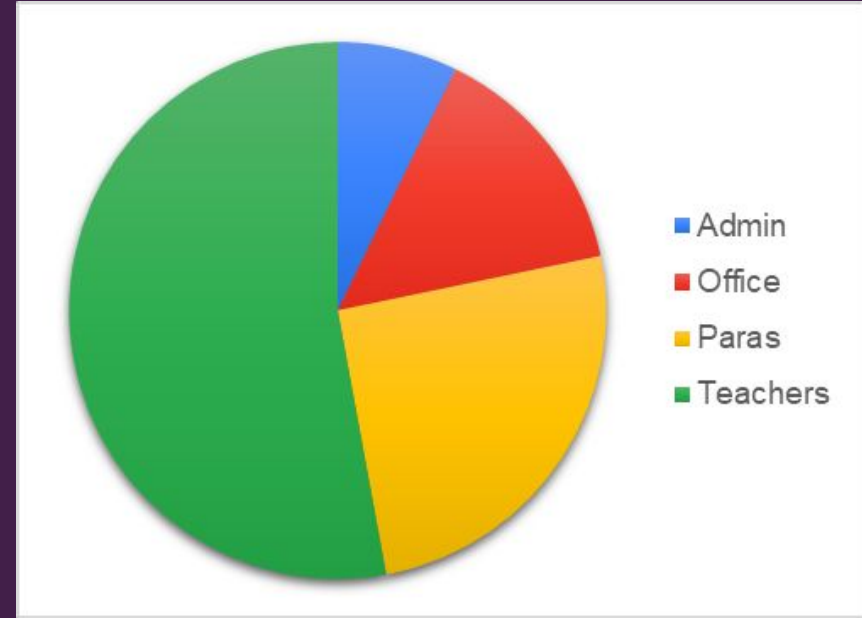


# Reconciliation Summary by Category

• Additional Staffing Realignment	\$ 783,772
○ Teacher Reductions: 4.6 FTE	
○ Para Reductions: 7 FTE	
○ Admin Reductions: 1 FTE	
• Americorp Elimination	\$ 80,000
• 3% All Budget Reduction	<u>\$ 289,000</u>
<b>Total:</b>	<b>\$ 3,988,040</b>

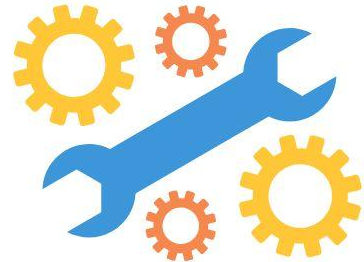
# Reconciliation Staff Summary

- Admin: - 2.0 FTE (4.3%)
- Clerical: - 4.0 FTE (6.8%)
- Para: - 7.0 FTE (3.2%)
- Teacher: - 14.6 FTE (2.0%)



# Impacts on Staff & Students

- Continued Deferred maintenance: HVAC, A/C, roofing needs
- Decreased student support through staffing reductions
- Potential loss of staff due to failure to remain competitive with salaries
- Larger financial burden on staff (health insurance)
- Decreasing department and building budgets could mean less opportunities for students



# Potential Three-Year Fiscal Plan

## Year 1: 25-26

- Consolidation staffing attrition
- 1.5% salary increase
- Department budget decreases
- Middle school athletics to Fund 80
- Additional student support staffing reductions

## Years 2 & 3

- Increase class sizes at elementary and secondary
- Elimination of non-core classes
- Evaluation of charter school contracts
- ... Among a long list of other potential solutions



# QUESTIONS & NEXT STEPS



## Potential Motion

Move to accept the budget reconciliation plan as presented for budget development purposes only.