School District of River Falls

Ad-Hoc Policy Committee

August 31, 2026 - 6:00 PM
District Office
852 E Division Street
River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair), Lindsey Curtis, and Thong Moua.
A quorum of the School Board may be present for information-gathering purposes only.
Agendas can be viewed at https://www.rfsd.k12.wi.us/district/school-board.cfm or at https://meetings.boardbook.org/Public/Organization/1447

1. **CALL TO ORDER - 6:00 PM**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**

4. **NEOLA POLICY 2464 - ADVANCED LEARNING INSTRUCTION "GIFTED AND TALENTED"** **3**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 2464 - Advanced Learning Instruction "Gifted and Talented" for the initial reading by the Policy Committee and recommend it for the first reading.

5. **NEOLA POLICY 2510 - ADOPTION OF TEXTBOOKS** **9**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 2510 - Adoption of Textbooks for the initial reading by the Policy Committee and recommend it for the first reading.

6. **NEOLA POLICY 5830 - STUDENT FUNDRAISING** **11**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 5830 - Student Fundraising for the initial reading by the Policy Committee and recommend it for the first reading.

7. **NEOLA POLICY 6608 - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER DISBURSEMENTS** **18**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 6608 - Accountability and Oversight of Fundraiser Disbursements for the initial reading by the Policy Committee and recommend it for the first reading.

8. **NEOLA POLICY 9700 - RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS** **22**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 9700 - Relations With Non-School Affiliated Groups for the initial reading by the Policy Committee and recommend it for the first reading.

9. **NEOLA POLICY 8320 - PERSONNEL RECORDS** **27**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 8320 - Personnel Records for the initial reading by the Policy Committee and recommend it for the first reading.

10. **NEOLA POLICY 8390 - ANIMALS ON SCHOOL PROPERTY** **32**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 8390 - Animals on School Property for the initial reading by the Policy Committee and recommend it for the first reading.

11. **NEOLA POLICY 8451 - PEDICULOSIS (HEAD LICE)** **40**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 8451 - Pediculosis (Head Lice) for the initial reading by the Policy Committee and recommend it for the first reading.

12. **NEOLA POLICY 8500 - FOOD SERVICES** **45**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 8500 - Food Services for the initial reading by the Policy Committee and recommend it for the first reading.

13. **NEOLA POLICY 8510 - WELLNESS** **54**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 8510 - Wellness for the initial reading by the Policy Committee and recommend it for the first reading.

14. **NEOLA POLICY 8550 - COMPETITIVE FOOD SALES** **60**
Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.
Recommended Action: Approve Neola Policy 8550 - Competitive Food Sales for the initial reading by the Policy Committee and recommend it for the first reading.

15. **ADJOURN**

PROGRAM TEMPLATES

po2464 - 8/11

ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")

2464 - **ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")**

The School 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 School 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 School Board will direct the ~~District Administrator~~ Superintendent 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~~ Superintendent will 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) will 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 fourth ~~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 will 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 will be appropriately matched to each domain in which students are being identified. The identification process and tools will 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.) ~~( )~~ Students with advanced learning needs in one area but learning challenges in another (i.e. "twice-exceptional learners") will be included. ~~**[END OF OPTION]**~~

INSTRUCTION

The ~~District Administrator~~ Superintendent will 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 will 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 in grades 4-12 will ~~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~~ Superintendent 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~~ ~~School~~ ~~Board annually~~ ~~**[END OF OPTION]**~~.

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

© Neola 2024

Legal

118.35, Wis. Stats.
121.02(1)(t), Wis. Stats.
8.01(2)(t)2 Admin. Rule

POLICY 2464 ADVANCED LEARNING INSTRUCTION-ADMINISTRATIVE GUIDELINE

The District supports each student's learning experience by providing developmentally appropriate opportunities to learn and demonstrate identified knowledge, skills, and dispositions. The District believes all students deserve an education commensurate with their academic needs. While the needs of each child are usually able to be met with the core curriculum through differentiation, some students require access to advanced academic programming, curriculum, or grade level acceleration to reach their fullest potential.

The District recognizes that there are various areas of giftedness including intellectual, creative, artistic, leadership or specific academic areas. The procedures outlined below are intended to identify how the District will screen and qualify students for gifted and talented programming in all areas of giftedness. Students need to be enrolled in the District for at least six months prior to being recommended for Advanced Learning Instruction.

Creative/Artistic/Leadership Identification Procedures:

1. Students can be recommended for gifted and talented identification by parent(s)/guardian(s), teacher(s), and/or administrators. An Advanced Learning Recommendation Form should be completed and sent to the Director of Academic Services to initiate the qualification process.

2. If a student is recommended, the Gifted and Talented teacher will collaborate with the person providing the recommendation, and with teachers connected to the area of giftedness aligned with the recommendation.

3. The Gifted and Talented teacher may request a Student Characteristic Inventory be completed by the parent and teacher to aid in the evaluation process. The Gifted and Talented teacher may also conduct observations of the student, with parent permission, in the area of giftedness.

4. If the student demonstrates advanced capacity in the recommended area of giftedness, based on the Gifted and Talented teacher's evaluation, the student will be identified as gifted and talented. Students demonstrating giftedness in these areas will be supported through classroom differentiation and school-based programing, in collaboration with the Gifted and Talented teacher.

Intellectual/Academic Identification Procedures:

1. Students can be nominated for gifted and talented identification by parent(s)/guardian(s), teacher(s), and/or administrators. An Advanced Learning Recommendation Form should be completed and sent to the Director of Academic Services to initiate the qualification process. The Gifted and Talented teacher will monitor district-wide student data as another

means to identify gifted and talented students that should be recommended for gifted and talented programming.

2. If a student is nominated, additional data will be reviewed by team members (e.g. Building Administrator, School Psychologist, Grade-Level Teacher). Data reviewed may include, but is not limited to district and state assessments.

3. Students who score in the 98th percentile in local benchmark assessments and state assessments, three out of the five most recent assessments given, will be eligible for a Differentiated Education Plan (DEP).

4. If team members decide more information is necessary to make determination about the qualification of a student, the District will utilize cognitive ability assessment(s) that are responsive to factors such as, but not limited to, the student's economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities.
    a. To initiate these tests, the building principal or school psychologist will contact the parent(s)/guardian(s) to obtain written consent to begin testing. Once consent is received, the trained district staff member (e.g., Gifted and Talented Teacher, Instructional Coach, School Psychologist) will administer a cognitive abilities screener which may include the Cognitive Abilities Test (CogAT), Wechsler Intelligent Scale for Children (WISC), or other identified intelligence assessment to determine if the student's performance is at or above the 98th percentile.
        i. If the student meets the above criteria, they will be identified as gifted and talented.
        ii. If the student does not meet the above criteria, gifted and talented identification procedures will conclude.

5. Parents will be notified by the Gifted and Talented Teacher to discuss the merits of a DEP and develop the DEP if requested by the parents.

6. Differentiated Educational Plans (DEPs) should be reviewed annually to discuss student progress and needs and determine if any modifications to the plan are needed. It is recommended that, if possible, the review take place in the fall to ensure a seamless plan and transition to the next grade level. All team members should be part of this annual review.

SCHOOL DISTRICT OF
River Falls

River Falls School District

Advanced Learning Recommendation Form

Student Name:_____ School: _____

Birth Date: _____ Age: _____ Grade: _____

Parent(s)/Guardian(s):_____

Mailing Address: _____

Home Phone: _____ Zip Code: _____

Nomination made by:_____

Relationship to student: _____ Date of Nomination: _____

Please share why you feel this student is gifted:

_____

_____

_____

_____

Please submit this completed form to:

River Falls School District
Director of Academic Services
852 East Division Street
River Falls, WI 54022

Reviewed by: _____ ___ _____

Director of Academic Services Date

VOL. 35, NO. 2

po2510-8/7

ADOPTION OF TEXTBOOKS/PRIMARY CURRICULAR RESOURCES (Vol. 35, No. 2 - July 2026 Revised _

~~**Revised Policy - Vol. 35, No. 2**~~

2510 - **ADOPTION OF TEXTBOOKS AND PRIMARY CURRICULAR RESOURCES**

Definition
For the purpose of this policy, *Textbook*, will mean the primary ~~principal~~ source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The School Board will approve all textbooks used as part of the educational program of this District. A list of textbooks will be available via the Director of Academic Services.

The criteria established for the method of selection and subsequent School Board adoption of textbooks will not discriminate on the basis of any Protected Class consistent with School Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Further, the Director of Academic Services will lead the review all textbooks to assure they reflect the cultural diversity and pluralistic nature of American society in compliance with applicable educational standards.

The Superintendent and Director of Academic Services ~~District Administrator~~ will be responsible for the selection and recommendation of textbooks for School Board consideration. In considering the approval of any proposed textbook, the School Board will weigh its decisions based on recommendations related to:

A. ~~(~~) suitability for the maturity level and educational accomplishment of the students who will be using the material;

B. ~~(~~) freedom from bias;

C. ~~(~~) relationship to the curriculum adopted by the School Board;

D. ~~(~~ relationship to a continuous multigrade program;

E. ~~(impact on community standards;~~

F. ~~(manner of selection;~~

G. ~~(~~ cost;

H. ~~(appearance and durability.~~

~~[~~ **The selection of textbooks will include consultation with professional staff members at all appropriate levels and provide the School Board with a description of the process used in reaching a recommendation for textbook selection.** ~~The District Administrator will develop administrative guidelines for the selection of textbooks (that includes effective consultation with professional staff members at all appropriate levels (and provide the School Board with a description of the process used in reaching a recommendation for textbook selection.~~

The Superintendent will ~~District Administrator will~~ provide parents with timely notice of the adoption or use of textbooks or instructional materials that may reasonably be anticipated to - substantially interfere with sincerely held religious beliefs and will establish procedures for parents to request that their child be excused from instruction involving such materials with appropriate alternative assignments provided. See also Policy 2240 - Controversial Issues in the Classroom and 2270 - Religion in the Curriculum.

© Neola 20 26 ~~17~~

Legal
118.03, Wis. Stats.
118.13 Wis. Stats.
121.02(1)(h) Wis. Stats
P.I. 9
P.I. 41
Fourteenth Amendment, U.S. Constitution
20 U.S.C. Section 1681, Title IX of Education Amendments Act
20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
29 U.S.C. Section 794, Rehabilitation Act of 1973
42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964
42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

STUDENT FUNDRAISING

5830 - **STUDENT FUNDRAISING**

The School Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy , "student fundraising" will include the solicitation and collection of money from students for any purpose and will include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The School Board will permit student fundraising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the school ~~s~~. -

The Principal or Activities Director may permit fundraising by approved school organizations, those whose funds are managed by the School Board. Agreements with vendors for student fundraising activities will establish the percentage of the profit that will be earned by the sponsoring organization, regardless of whether that activity is conduct ed on or off school property.

All funds raised by approved school organizations must be deposited in accordance with Policy 6630 - Cash Handling and Deposits. The fundraiser's donation and withdrawal reports must be filed with the Director of Finance and Facilities , verified against deposits, and retained for audits and routed to the Director of Finance and Facilities for internal controls.

Fundraising by students on behalf of school-related organizations whose funds are not managed by the District may be permitted on school grounds by the Superintendent. If the ~~fund-raising~~ fundraising activity ~~will involve~~ involves students under age twelve (12), such students' parents must provide written permission for the student to participate in the fundraising activity. Any student under nine (9) years of age, or each group containing one (1) or more students under nine (9) years of age, must be physically accompanied by a parent or a person at least sixteen (16) years of age.

In accordance with Policy 2430, use of the name, logo, or any assets of the District, including but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

~~-~~

~~**[ ]** Raffles and all games of chance are prohibited. **[DRAFTING NOTE: This choice should be consistent with the choice made in Policy 9160 - Public Attendance at School Events.]**~~

~~**[ ]** 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 _____ Superintendent :~~

~~**OR**~~

~~**( )** of the School Board upon the recommendation of the Superintendent.~~

~~**[DRAFTING NOTE - This option should be made consistent with Policy 6605 - Crowdfunding.]**~~

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

~~All other fund-raising will be done in accordance with School Board Policy 9700.~~

~~**]** The Superintendent will establish administrative guidelines for the solicitation of funds which will:~~

A. ~~specify the times and places in which funds may be collected;~~

B. ~~describe permitted methods of solicitation which do not place undue pressure on students;~~

C. ~~limit the kind and amount of advertising for solicitation;~~

D. ~~ensure proper distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded;~~

E. ~~limit the number of fund-raising event~~s.

All other fundraising will be done in accordance with School Board Policy 9700 - Relations with Non-School Affiliated Groups .

~~[ ] The Superintendent will distribute this policy and any administrative guidelines which that implement it to each organization granted permission to solicit funds.~~

© Neola 20~~20~~ 25

Legal
103.23, Wis. Stats.

POLICY 5830 STUDENT FUNDRAISING-ADMINISTRATIVE GUIDELINE

School-sponsored student activities and approved non-district support organizations (i.e. Parent-Teacher Organization or Booster Club) may elect to engage in limited fundraising activities to support school programming. Student participation in these fundraising activities is optional. Students who choose not to participate in fundraising activities can not be disciplined, be withheld essential equipment, or have their participation in student activities interrupted. The procedures, expectations, accountability, and oversight of these fundraising activities are outlined below. These procedures align to the following School Board Policies:

- Policy 5830 Student Fundraising
- Policy 6605 Crowdfunding
- Policy 6608 Accountability and Oversight of Fundraiser Disbursements
- Policy 6611 District Sponsored Student Activity Accounts
- Policy 6630 Cash Handling and Deposits
- Policy 7230 Gifts, Grants & Bequests
- Policy 9211 District Support Organizations
- Policy 9700 Relations with Non-School Affiliated Groups.

Fundraising by District Sponsored Activities

District Sponsored Activity

District-supported clubs, activities, and athletics are supported, at least in part, with District funds and are therefore subject to District oversight and management. Financial support includes, but is not limited to, budgeted funds allocated by the District or school, an advisor/coach paid for by the District or school who exercises control over the activity's fund, some activities offered to students paid for by the District or school, and transportation paid for by the District or school. District-supported student co-curricular activities have designated activity funds. The revenue earned from fundraisers completed by district sponsored activities are managed by the District. All funds collected must be deposited into the activity-specific custodial accounts with proper accounting and General Ledger code attribution.

List of District Sponsored Activities Approved to Fundraise

Fundraiser Approval Process

1. Coaches, Advisors, or Lead Teachers will be responsible for gaining approval from the Activities Director or Principal prior to commencing fundraising activities.
2. School sponsored activities will be allowed one fundraising event per year. Any additional fundraisers will only be approved by the Superintendent under exceptional circumstances.
3. The request to fundraise must include the start/end date, an explanation of the activity, anticipated profit, and uses for the fundraiser (Form-To Be Developed).

Acceptable Fundraising Activities

- Generally, fundraising activities will not take place during the school day. Fundraising activities during the school day will only be approved by the Superintendent in exceptional circumstances.
- Fundraisers by district sponsored activities must align to district values and promote healthy choices.
- Agreements with vendors for student fundraising activities will establish the percentage of the profit that will be earned. Fundraisers with a high percentage of dues and fees paid to vendors will not be approved.
- Crowdfunding is not a permitted fundraising activity.
- Students participating in fundraising activities will be supervised and expected to behave in a manner that positively represents the district and the activity.

Accounting and Compliance

- All funds raised must be deposited in accordance with Policy 6630 - Cash Handling and Deposits.
- A revenue and expense report must be prepared and submitted to the Director of Finance and Facilities within ten (10) business days following the close of the fundraiser. This report for each fundraiser will be approved by the Director of Finance and Facilities.
- Failure to comply with accounting and compliance requirements will result in suspension of fundraising activities and could result in disciplinary action for the employee responsible.

Fundraising by Non-District Support Organizations

Non-District Support Organizations

The district appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of students, to help meet the educational needs of students, and/or provide extra educational benefits to students. In an effort to ensure positive lines of communication between the district and a district support organization, each organization should designate a Head Coach, Advisor, Lead Teacher, Activities Director, Building Principal, or the Superintendent as an employee liaison. Funds raised by district support organizations are classified as noncustodial funds. This means that the school district does not have control or authority over their funds and the school board doesn't have fiduciary responsibility.

The employee liaison:

- Reviews the objectives the district support organization to determine that relevant educational needs are being addressed;
- Provides assistance to a group in planning its activities;
- Monitors the plans and activities of each group to ensure compliance with laws, and School Board policies;
- Communicate school and/or District needs and concerns to the district support organization.

List of Approved Non-District Support Organizations Approved to Fundraise and Use District Logos (List To Be Compiled)

Club/Activity Dues or Required Fundraisers

District support organizations can not force students and/or families to pay dues or participate in a fundraiser.

Fundraiser Notice

- The employee liaison will be responsible for giving the Activities Director or Principal notice prior to commencing fundraising activities.
- The employee liaison should share the following information with the Activities Director or Principal: the start/end date, an explanation of the activity, anticipated profit, and uses for the fundraiser (Form-To Be Developed).
- If the district determines that the fundraiser doesn't align to its values or promote health choices, it will inform the Non-District Support Organization.

Acceptable Fundraising Activities

- When fundraising on behalf of a school-sponsored activity, all funds must be used to support the district-sponsored activity. The organization should not use the same fundraiser for non-school sponsored activities.
- Generally, fundraising activities will not take place during the school day. Fundraising activities during the school day will only be approved by the Superintendent in exceptional circumstances.
- Fundraisers by non-district support organizations should align to district values and promote healthy choices.
- Crowdfunding is not a permitted fundraising activity.
- Students participating in fundraising activities will be supervised and expected to behave in a manner that positively represents the district and the activity.
- Students will not be required to fundraise in any capacity for non-district sponsored activities.

Accounting and Compliance

- Funds raised by non-district support organizations are considered non-custodial funds under GASB 84. This means that the school district and school board doesn't decide how the money is spent and doesn't have fiduciary responsibility.
- Any disbursements to the school or District must follow the established procedures for gifts to the District. (Policy 7230 – Gifts, Grants & Bequests).
- Even though the funds raised by non-district support organizations are non-custodial, if requested, these organizations are required to prepare and submit a profit and loss report for each fundraiser conducted to support a school sponsored activity.

- Failure to comply with this policy may result in suspension or restrictions to fundraising activities of a student group, foundation, parent organization, and/or other private entity.
- Improper reporting may result in additional audits or financial reviews of the offending organization's financial records.

FINANCES TEMPLATES

po6608 - 8/17

ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER DISBURSEMENTS

6608 - **ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER ~~AND CROWDFUNDING~~ DISBURSEMENTS**

The School Board recognizes that the proper accounting, oversight, and transparency of all disbursements from fundraisers ~~and crowdfunding campaigns~~ organized by students or parent groups for the purpose of providing benefits to the District's programming or facilities must be in alignment with applicable Federal and State accounting standards. Proper documentation and reporting are essential for compliance with the Governmental Accounting Standards ~~School~~ Board Statement No. 84 (GASB 84) and Federal reporting requirements

Fundraisers ~~and crowdfunding campaigns~~ conducted and organized by students, parent groups, and other private entities will meet the compliance, accounting, and reporting requirements established herein. Parent groups may include Parent Teacher Associations (PTAs), Parent Teacher Organizations (PTOs), Educational Foundations, Booster clubs, and/or other private entities established for the benefit of the District, school, or a school organization. (See also Policy 5830 – Student Fundraising, Policy 9211 – District Support Organizations)

Definitions

For purposes of this policy, the following terms will be defined as:

Custodial Funds: Funds held and managed by the school district for student activities under GASB 84.

Noncustodial Funds: Funds raised and managed independently by parent groups or private organizations.

~~F-33 Federal Financial Form Line 19: The line on the annual, mandated federal report that is required to detail the "Contributions and Donations From Private Sources," which includes revenue associated with private donations, stipends, or on-behalf payments~~

~~through fundraising activities. (Financial Accounting for Local and State School Systems: 2014 Edition)~~

~~**[DRAFTING NOTE: As identified above, private sources include, but are not limited to: School Support Organizations, including Educational Foundations, PTA/PTO organizations, Booster Clubs, and any other private entity that has been established for the benefit of the District, school, or a school organization.]**~~

Accounting and Compliance Requirements – Custodial Funds

A. Student-Organized Fundraising

Funds raised by students whose funds are managed by the District are classified as custodial funds. All funds collected must be deposited into the District's custodial accounts and proper accounting and General Ledger code attribution is recommended.

Disbursements from the custodial accounts must be properly documented with receipts and expenditure records.

~~( )~~ A ~~profit and loss~~ revenue and expense report must be prepared and submitted to the Director of Finance and Facilities ~~( ) Principal ( ) _____ **[END OF OPTION]**~~ within ten (10) business days following the close of the fundraiser. The ~~profit and loss~~ report of each fundraiser will be approved by the Director of Finance and Facilities ~~( ) District Administrator ( ) _____ **[END OF OPTION]**~~.

~~As defined in the Financial Accounting for Local and State School Systems: 2014 Edition all revenues and expenditures from student fundraising must be included on the F-33 Federal Financial Report. This data is collected through the District's Annual Report to the Department of Public Instruction (DPI).~~

B. Parent Group-Organized Fundraising (Non-Custodial Funds)

Funds raised by parent groups and/or other private individuals are considered non-custodial funds under GASB 84.

~~( )~~ Even though the funds raised by parent groups and/or other private individuals are non-custodial, if requested, parent groups are required to prepare and submit a profit and loss report for each fundraiser or ~~,~~ donation. ~~or crowdfunding campaign.~~

( ) The report submitted will also include:

1. Total funds raised with explanation of use of proceeds.

2. Detailed listing of expenditures with receipts.

3. Description of disbursements to school district personnel, such as stipends or payments.

4. Description of disbursements to schools directly. Reports must be submitted to the ( ) Principal ( ) school bookkeeper ( ) _____ **[END OF OPTION]** within fifteen (15) business days of the fundraiser's conclusion. The report of each fundraiser will be approved by the ( ) Principal ( ) _____ **[END OF OPTION]** .

Any disbursements to the school or District must follow the established procedures for gifts to the District. (See also Policy 7230 – Gifts, Grants & Bequests)

[END OF OPTIONS]

District Oversight

( ) All reports will be available for the ( ) _____ to review, approve, implement appropriate financial controls and maintain necessary record-keeping. **[END OF OPTION]**

( ) These reports should be available in a format that enables web-based access, and can generate reporting of financial transactions as needed and both by program, source, or group, as well as in an aggregating manner to improve transparency and facilitate compliant reporting. **[END OF OPTION]**

Disbursements that include payments on behalf of the school district (e.g., purchase of equipment) must also be properly categorized in required annual reporting.

Failure to comply with this policy may result in suspension or restrictions to fundraising activities of a student group, foundation, parent organization, and/or other private entity. Improper reporting will result in additional audits or financial reviews of the offending organization's financial records. The ( ) School Board ( ) District Administrator Superintendent ( ) _____ **[END OF OPTIONS]** may impose other corrective actions that are necessary and appropriate to protect the integrity of the School Board's financial operations and to meet the financial reporting standards.

© Neola 2025

Legal

Governmental Accounting Standards Board (GASB) Statement No. 84

SPECIAL UPDATE - SCHOOL SUPPORT ORGANIZATIONS - NOV 2025

po9700 -8/7

RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

9700 - **RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS**

It is the policy of the School 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 Board ( )~~ the ~~District Administrator~~ Superintendent ~~**[END OF OPTION]**~~; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this School Board. ~~All crowdfunding activities are subject to Policy 6605 - Crowdfunding ( ) and AG 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 ~~( ) Board ( ) District Administrator~~ Superintendent. 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 ~~( ) Board ( )~~ ~~District Administrator~~ Superintendent.

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.

Other Activities by Non-School Affiliated Groups

A. ~~**Materials or Activities**~~ The Distrct has guidelines for sharing non-school materials with students and families. Approved nonprofits, staff, and school-

affiliated groups (e.g., PTOs, student clubs) may share materials if they serve children, align with district mission/values, comply with laws/policies, and do not disrupt instruction or operations. Non-school-affiliated organizations generally share information through passive distribution (see details below). These are for community organizations and external partners. Approved information is generally shared passively (for example, in newsletters or on bulletin boards). All staff and approved community partners must follow the guidelines outlined below.

1. Definitions:
    - Active Distribution. Materials are directly provided to all students in a school or schools—for example, included in weekly take-home folders or distributed through school-wide email or electronic newsletters. As a general practice, the School District of River Falls does not allow active distribution of materials that are not school-sponsored or directly tied to school programs.
    - Passive Distribution. Materials are placed in a designated area—such as a school lobby bulletin board or an outdoor display—for students and families to view or take voluntarily if they are interested.
2. All requests for passive distribution must be approved by the building principal. As a service to local educational and recreational organizations, the district may allow the passive display of materials when they meet the following criteria:
    - The material promotes an educational or recreational activity for children.
    - The material is from a non-profit organization.
    - The content is consistent with the mission and values of the School District of River Falls.
    - The material does not violate any applicable laws or district policies.
    - The display of materials does not disrupt instructional time or school operations ~~.~~
    - ~~All flyers must include the following disclaimer printed in at least 10-point font:~~
      ~~" The School District of River Falls has neither reviewed nor approved the program, personnel, or activities announced in this flyer. Permission to distribute this flyer is not considered a recommendation or endorsement by the school district ."~~
    - Flyers or postings (including yard signs) may be displayed for a maximum of two weeks.
    - Placement of materials is at the discretion of the building principal.

3. Prohibited Materials for Passive Distribution . The following types of materials will not be approved for passive distributio n:
    - Flyers that do not serve an educational or recreational purpose for students
    - Flyers that promote or advertise political organizations, candidates, or ideologies.
    - Flyers primarily intended to raise funds.
    - Flyers that function mainly as advertisements for individuals or commercial businesses, even when there may be some benefit to the school.

B. All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the Director of Community Education and Communications.

Contests/Exhibits

The School 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:

    a. ~~(~~) the School Board's Policy 2340 - District-Sponsored Trips has been complied with in all aspects~~;~~ .

    b. ~~(~~) ~~the Board has granted special permission;~~

    c. ~~(~~) ~~the parents of a minor student have granted their permission~~ .

Solicitation of Funds

Because the District cannot accommodate every organization that desires to solicit funds for worth purposes, the Board shall not permit any organization not related to

the District to solicit funds on District property. This policy does not apply to the raising of funds for District-sponsored or school-sponsored activities.

Prizes/Scholarships/Other Awards

The School 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 any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity ~~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.

It will be the District's practice to provide all outside agencies and organizations notification of the nondiscrimination policy in awarding prizes, scholarships, or other aids, benefits, or services.

~~[~~] The District may administer or assist in the administration of scholarships, fellowships, or other forms of financial assistance established by a domestic or foreign will, trust, bequest, or similar legal instrument that requires the award to go to a student of a particular sex, race, color, national origin, or with a particular disability. Such restricted awards must not lead to discrimination in access to the total amount of prizes, scholarships, or other awards available. ~~**[END OF OPTION]**~~

In accepting the offer of such scholarships or prizes from non-District entities or persons, the School Board directs that these guidelines be observed:

1. ~~(~~) No information either academic or personal, shall be released from the student's record for the purpose of selecting a scholarship or prize winner without the permission of the student who is eighteen (18), or the parents of a student who is younger in accordance with the School Board's policy on student records.

2. ~~(~~) The type of scholarship or prize, the criteria for selection of the winner, and the selection of the recipient shall be approved by the the principal, together with a committee of staff members designated by the principal.
3. 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.

Surveys and Questionnaires

Distribution of Surveys and Questionnaires to Students is governed by Policy 2416 - Student Privacy and Parental Access to Information.

© Neola 20~~24~~ 25

Legal
118.125, Wis. Stats.

PERSONNEL RECORDS

8320 - **PERSONNEL RECORDS**

Maintaining accurate personnel records is critical to effective human resource management and to the School Board satisfying its legal obligations. In addition, such records frequently contain confidential information that must be managed appropriately. Accordingly, the School Board has developed the following policy relating to personnel records.

District Records Responsibilities

The Human Resources Department ~~DRC~~ will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. The files will be maintained in separate, secure locations. Supervisors and other administrators should forward all personnel records, payroll records, I-9 records and medical records to the the Administrative Assistant to the Director of Human Resources and Leadership ~~DRC~~ to ensure that they are properly filed and maintained. Supervisors and other administrators should not maintain files containing an employee's personnel records, payroll records, I-9 records, or medical records. The Superintendent ~~DRC~~ will also ensure that the following personnel records, if applicable, are maintained in separate, secure files:

A. criminal conviction history requests and reports;

B. employee assistance program records;

C. employee relations complaints including, for example, discrimination complaints;

D. investigative and deliberative records relating to employee relations matters;

E. privileged and confidential communications including, but not limited to, attorney-client communications.

Any individual who reviews personnel records will sign and date a log, which will be kept in a secure location.

Content of Personnel Record Files

The content of the files maintained by the District will be determined by the Superintendent ~~DRC~~ consistent with the requirements of State and Federal law and sound principles of human resource management.

Third Party Access to Personnel Records – Confidentiality

It is the School Board's policy to respect individual privacy and to maintain in confidence all information and records pertaining to employees to the extent practicable in keeping with the School Board's interest. Information in an employee's personnel file, ~~medical file~~, payroll file, I-9 file, medical file and all other employment-related files will not be disclosed to any third party without an employee's written consent, except to meet the legitimate business needs of the School Board or as required by law (e.g. subpoena or public record request). Further, neither the School Board nor any individual employed by the School Board will access an employee's personnel records except for legitimate business purposes.

Address Confidentiality Program

Employees who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice will be permitted to use their substitute assigned address for all District purposes. The School Board will only list the address designated by the Wisconsin Department of Justice to serve as the employee's address in any personnel records, personnel files, or staff directories. Further, the School Board will use the employee's substitute assigned address for any and all communications and correspondence between the School Board and the employee. The employee's actual/confidential residential address will be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of an employee's actual/confidential residential address is prohibited.

Access to Personnel Documents, Employee and Designated Representative

A. Covered Documents

Upon the written request of an employee or former employee (the "employee"), the District will permit the employee to inspect any personnel documents which are used or which have been used in determining that employee's qualifications for employment, promotion, transfer, additional compensation, termination or other disciplinary action, and medical records. Provided, however, that the employee has no right to inspect the following:

1. records relating to the investigation of possible criminal offenses committed by that employee;

2. letter of reference for that employee;

3. any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document;

4. materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments or other comments or ratings used for the District's planning purposes;

5. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;

6. records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding;

7. medical records that the District believes would have a detrimental effect on the employee.

   In this instance, the District may release the medical records to the employee's physician or through a physician designated by the employee, in which case the physician may release the medical records to the employee or to the employee's immediate family.

B. **Request and Review Procedure**

The District will grant at least two (2) requests by an employee in a calendar year, to inspect the employee's records as provided in this policy and consistent with State law.

The District will provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection will take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take

time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee as agreed upon by the employee and District. The records will be reviewed in the presence of the Superintendent ~~DRC~~ or a designee.

The employee will not make any alterations or additions to the record nor remove any material from the record. A copy of the employee's request to review personnel records will be filed in the employee's personnel file.

C. **Designated Representative**

An employee may designate a representative to inspect the employee's personnel records. The designation will be in writing. The District will allow such a designated representative to inspect that employee's personnel records in the same manner as the employee is permitted to inspect them under this guideline.

D. **Copy Charges**

~~( ) The District will charge employees who wish to copy or receive a copy of records a reasonable fee for providing copies, which may not exceed the actual cost or reproduction.~~

~~( )~~ The District will not charge employees who wish to copy or receive a copy of records.

Personnel Record Correction

If an employee disagrees with any information contained in the personnel records, a removal or correction of that information may be mutually agreed upon by the District and the employee. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The District will attach the employee's statement to the disputed portion of the personnel record. The employee's statement will be included whenever that disputed portion of the personnel record is released to a third party as long as the disputed record is a part of the file.

© Neola 2020

Legal
103.13, Wis. Stats.

165.68, Wis. Stats.
The Americans with Disabilities Act of 1990

OPERATIONS TEMPLATES

po8390 8/17

ANIMALS ON DISTRICT PROPERTY

8390 - **ANIMALS ON DISTRICT PROPERTY**

The School Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy will apply to all animals on District property.

Definitions

A. "**Animal**": - ł ị ncludes any living creature that is not a human being.

B. "**Service Animal**": any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the

miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the School Board must allow for the use of a miniature horse or make modifications to buildings, the School Board should refer to Section 35.136 (c) through (h) of the ADA.

C. ~~(·) - "~~**Emotional Support Animal**~~"~~: ~~E~~e motional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R. 36.104

D. ~~(·) -"~~**Therapy** **Animal** ~~**(Change all dogs to animals) Dog**~~"**: ~~T~~t herapy animals ~~dogs are dogs who~~ go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing~~,~~ _ or learning. A therapy animal in a school setting serves the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy animals are not service ~~dogs~~ _ animals and do not have the same special access as service ~~dogs~~ _ animals. (source: American Kennel Club/AKC)

~~**[OPTION #1]**~~

~~**[NOTE: The following section should be included in the policy only if the District intends to require this of every animal brought onto District property for official purposes or on a regular/recurring basis.]**~~

~~**[ ] Vaccination, Licensing and/or Veterinary Requirements**~~

~~Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.~~

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

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property will be limited to those necessary to support specific curriculum-related projects and activities. ~~, those that~~

~~provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.~~

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

A. the staff member seeking approval to have a non-service animal in a classroom will:

1. ~~provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;~~

2. take precautions deemed necessary to protect the health and safety of students and other staff;

3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;

4. keep the surrounding areas in a clean and sanitary condition at all times; and

B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal will be disallowed if documented health concerns of a student or staff member cannot be accommodated.

~~( )~~ Emotional Support Animals for Students

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ~~- **( )** The Superintendent may grant a student use of emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students.~~ ~~**[END OF OPTION]**~~

~~[OPTION FOR ALLOWING CERTIFIED therapy animalS ON DISTRICT GROUNDS]~~

~~( )~~ ~~therapy anima~~ **l s** Therapy Animals

Therapy animals are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy animal to be on District grounds may be granted by the ~~( )~~ ~~Superintendent~~ ~~( )~~ building principal ~~( ) _____~~ ~~[END OF OPTIONS]~~ provided the following conditions are met each year:

A. Documentation of certification as a therapy animal from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of therapy animals, Bright and Beautiful therapy animals, Love on a Leash, Pet Partners, therapy animals International, or another certification program recognized by the AKC.

B. Documentation of an educational purpose for the therapy animal and a regular appraisal period for continuation.

C. Documentation that the therapy animal is not younger than one (1) year-old and is properly licensed according to local requirements.

D. Documentation from a licensed veterinarian that the therapy animal is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and has not observed any behaviors that would be of concern to students or staff. ~~does not pose a danger to the well-being of students or staff.~~

E. Documentation of an insurance policy that provides liability insurance for the therapy animal while on District grounds.

F. Documentation that the handler has completed a background check consistent with School Board policy and is prepared to be solely responsible for the therapy animal, its care, cleaning, feeding, and cleanup while on District grounds.

G. Agreement that the therapy animal and handler will abide by school rules and any specific rules for the therapy animal's presence on District grounds.

Authorization for a therapy animal to be on District grounds will be suspended if the therapy animal is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement

of authorization for the therapy animal to be on District grounds requires approval by the ~~( )~~ Superintendent ~~( ) _____ [END OF OPTION]~~ . Authorization for a therapy animal to be on District grounds may be withdrawn at any time by the Superintendent or Building Principal.

~~[END OF OPTION]~~

Service Animals for Students

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The School Board does not assume responsibility for training, daily care, or healthcare of service animals. The School Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy will be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal will have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual will be treated as a volunteer and, as such, will be subject to Policy 8120 - Volunteers.

Removing and/or Excluding a Student's Service Animal

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal will document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the Superintendent **prior to or as soon thereafter as is practicable** when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

Eligibility of a Student's Service Animal for Transportation

A student with a disability will be permitted to access School District transportation with the student's service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus owned, leased, or contracted for by the District, the student and the student's parents, or eligible student, and the handler, if the handler is someone other than the student, will:

~~**[CHOOSE OPTION #1 OR OPTION #2]**~~

~~**[ ] [OPTION #1]**~~

> ~~( )~~ ~~meet with the~~ ~~( )~~ ~~Principal~~ ~~( )~~ Transportation Supervisor ~~( )~~ ~~_____~~ to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

While the bus is in motion, the service animal will remain positioned on the floor, at the student's feet.

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

~~**[ ] [OPTION #2]**~~

( ) at the discretion of the ( ) Principal ( ) Transportation Supervisor ( ) _____, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal will School Boardthe bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus is in motion, the service animal will remain positioned on the floor, at the student's feet. A determination will also be made regarding whether the service animal should be secured on the bus with a tether or harness.

[END OF OPTION #2]

Situations that would cause cessation of transportation privileges for the service animal include:

A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or

B. the service animal urinates or defecates on the bus.

The student and the student's parents will be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the

( ) Transportation Supervisor.

( ) Principal.

( ) _____.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

Service Animals for Employees

In accordance with Policy 8913 - Section 504/ADA Prohibition Against Disability Discrimination in Employment, the School Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA - mandated interactive process.

Service Animals for Parents, Vendors, Visitors, and Others

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

© Neola 2024

Legal
28 C.F.R. 35.104, 28 C.F.R. 35.136
106.52, Wis. Stats., Section 504 of the Rehabilitation Act of 1973 (Section 504)
The Americans with Disabilities Act (ADA)
The Individuals with Disabilities Education Act (IDEA)

PEDICULOSIS (HEAD LICE)

8451 - **PEDICULOSIS (HEAD LICE)**

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

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

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

~~**[Choose one of the following options]**~~

~~**[ ] [Option #1]**~~

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

~~**[END OF OPTION 1]**~~

~~**[ ] [Option #2]**~~

S ~~s~~chool staff will notify the parent and ask the parent to pick the child up at the end of the school day . ~~( )~~ ; ~~if the child does not ride the bus,~~ ~~**[END OF OPTION]**~~ Parents will either ~~and~~ administer an FDA-approved lice treatment (e.g., pediculicide/ovicide) ~~,~~ ~~treatment by a qualified healthcare provider,~~ or seek treatment at a clinic specializing

in liceand nit removal. ~~but the child will remain in the classroom until the end of the day.~~

~~**[END OF OPTION 2]**~~

~~**[ ] [Option #3]**~~

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

~~**[END OF OPTION 3]**~~

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

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

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or treatment at a clinic specializing in lice and nit removal. ~~( )~~ After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. If live lice are found after treatment, the student will be sent home for further treatment. ~~I~~

The District ~~School~~ Nurse, in consultation with District's Medical Advisor, will develop administrative guidelines that define staff and parent expectations and treatment protocols.
~~( ) The District practices a policy of "no live lice" as a criterion for return to school.~~

© Neola 2025

Legal

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

POLICY 453.8 AP LICE IN THE SCHOOL SETTING

Definitions:

Lice: Tiny grey to brown insects about the size of a sesame seed that live in human hair and feed on human blood to survive. Lice do not fly or jump, but crawl. Without a human host they can only live for about one or two days.

Nits: Tiny white oval-shaped louse eggs about the size of a knot in a thread attached to strands of hair.

Professional Nurse: A nurse who has a certificate of registration under s. 441.06 or who is licensed as a registered nurse in a party state, as defined in s. 441.50 (2) (j) who performs for compensation of any act in the observation or care of the ill, injured, or infirm, or for the maintenance of health or prevention of illness of others, that requires substantial nursing skill, knowledge, or training, or application of nursing principles based on biological, physical, and social sciences, herein referred to as the ~~School~~ District Nurse.

District Medical Advisor: A physician licensed to practice in the State of Wisconsin that advises the District on student health policies, nursing protocols, infection control, and public health laws.

Procedure

- The lice management program will be under the direction of the ~~School~~ District Nurse and Health Service Staff.
- The ~~School~~ District ~~shall~~ will have trained individuals who will implement the program.
- The District Nurse, in conjunction with the District Medical Advisor ~~(MA)~~, ~~in conjunction with the School District Nurse,~~ community agencies such as public health, and other designated community or parent members ~~shall~~ will review the program and policy periodically to ensure that it is meeting the needs of the ~~school~~ District and its families and is following best practice.

Administrative Rule

Principals:

- In consultation with the ~~River Falls School~~ District Nurse ~~and the River Falls School District Medical Advisor~~ will ensure that the lice prevention and treatment program/policies/protocols are in place and reviewed periodically.
- In collaboration with the ~~River Falls School~~ District Nurse, identify and assign responsible individuals to assist in providing guidance for the lice prevention and treatment program.
- Make confidential space available for implementing the lice prevention and treatment program in each occupied school building within the District.
- Will understand and support that mass screenings do not have any scientific basis for being done, and are not good use of ~~School~~ District Nurse time.

~~***District Medical Advisor:***~~

~~*Medical Advisor:*~~

~~*The Medical Advisor will:*~~

- ~~*Provide school District staff and parents with information on head lice infestations and treatments.*~~[2]
- ~~*Take an active role as with information resources for families, schools, and other community agencies.*~~[2]

~~School~~ District Nurse and Health Aide:

~~*The Health Service Staff and School District Nurse will:*~~

- *Check a student's head for lice if ~~he/she is~~ demonstrating symptoms, being sure to provide the student privacy.*
- *Train school personnel*
  - *~~On~~ How to check a student's head if ~~he or she is~~ demonstrating symptoms of head lice, such as frequent scratching or complaining of itching.*
  - *The importance and difficulty of correctly diagnosing an active head lice infestation.*
  - *~~On~~ Appropriate treatment options.*
- *Educate school staff regarding head lice causes, treatment, and common misconceptions such as:*
  - *Getting head lice is not related to cleanliness of the person or ~~his/her~~ their environment.*
  - *Head lice are mainly spread by direct contact with the hair of an infested person.*
  - *Head lice are not known to transmit disease.*
  - *Head lice move by crawling, not hopping or flying.*
  - *Head lice are not reportable to the public health departments unless there are other communicable disease related concerns.*
- *Educate students and ~~their~~ families about how to prevent lice and what to do if a family member has lice.*
- *Collaborate with the Public Health Department or other resources in planning assistance to families who have chronic infestation.*

Parents:

- *Examine their child's head, especially behind the ears and at the nape of the neck for crawling lice and nits.*
- *Consult with a pediatrician or family physician for proper care as soon as possible.*
- *All household members should be examined if lice or nits are found on a family member. Only those with evidence of an infestation should be treated. All persons with active head lice should be treated at the same time.*
- *Head lice treatment must be followed exactly as instructed on the package or by a healthcare professional.*
- *Removal of all nits after successful treatment with a pediculicide is not necessary. Nits that are attached more than ¼ inch from the base of the hair shaft are almost always non-viable.*[2]
- *Soak all combs and brushes in very hot water for about 1 hour.*
- *Wash sheets, blankets, and bedding in hot water.*
- *Seal stuffed animals in a plastic bag for 1 week or, if possible, wash in hot water.*
- *Vacuum carpets, furniture and mattresses thoroughly.*
- *Retreat hair according to treatment protocol*

Head Lice Protocol

Treatment protocol recommendations:

- Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to school following appropriate treatment.
- Students diagnosed with live head lice should be discouraged from close direct head contact with others; however they should not be removed from the classroom.
- The child's parent or guardian should be notified that day by telephone ~~or by having a note sent home with the child at the end of the school day~~ stating that prompt, proper treatment of this condition is in the best interest of the child and his or her classmates, and required to return to school the next day.
    - There are many acceptable treatment options; however treatment with a product that is ~~a~~ both a pediculicide as well as ovicidal is the most sure way to kill lice and prevent further re-infestation.
- ~~**Re-admittance to the classroom the next day if no treatment or insufficient treatment has been given is a local district decision.**~~
- **Upon return to school after treatment, students will be rechecked. If live lice are found, the student will be sent home for further treatment.**
- ~~After proper treatment the student's health office staff will check for any live lice on the first day the student returns to school and as needed depending on the treatment the student received.~~
- Students with nits-only should not be sent home from school, they should be monitored for signs of re-infestation.
- Notification letters ~~should~~ will be sent home to alert parents if ~~25 percent of children in~~ a child in their classroom ~~are~~ is infested with lice.

~~LEGAL REF.:~~

~~1. Centers for Disease Control and Prevention (CDC, 2016) http://www.cdc.gov/parasites/lice/head/~~

~~2. Frankowski, B. L., & Bocchini, J.A., and Council on School Health and Committee on Infectious Diseases. (2010). Head Lice. Pediatrics, 126, 392.~~

~~3. National Association of School Nurses. (2016). Position *Statement: Pediculosis Management in the School Setting.* Available at: http://www.nasn.org/PolicyAdvocacy/PositionPapersandReports/NASNPositionStatementsFullView/tabid/462/ArticleId/934/Head-Lice-Management-in-the-School-Setting-Revised-2016~~

4. ~~National Association of School Nurses. (2015). Head First Lice Lessons. Available at: http://www.nasn.org/ToolsResources/HeadLicePediculosisCapitis/HeadfirstLiceLessons~~

~~5. University of Texas, School of Nursing, Family Nurse Practitioner Program. (2008) *Guidelines for the diagnosis and treatment of pediculosis capitis (head lice) in children and adults 2008.* Austin (TX): University of Texas, School of Nursing~~

APPROVED:

OPERATIONS TEMPLATES

po8500 -8/11

FOOD SERVICES

8500 - **FOOD SERVICES**

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

~~[ ]~~ The School Board will also provide a breakfast program in accordance with procedures established by the United States Department of Agriculture (USDA) School Breakfast Program.

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

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

The District's food service program will serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day will also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with School Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be

vended in accordance with the rules and regulations set forth in School Board Policy 8540 - Vending Machines.

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

[-] The Superintendent will provide the District's Food Service Management Contractor a copy of this policy and any implementing guidelines and ensure that any pertinent agreements are consistent with this policy and any implementing guidelines.

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

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information:

A. an explanation of how the student's physical or mental impairment restricts the diet;

B. the food(s)/type(s) of foods to be avoided;

C. the food(s)/type(s) of foods to be substituted;

D. additional pertinent information, if any, that will assist in accommodating the student's needs.

If a Medical Statement for Special Dietary Needs is incomplete, unclear, or lacks sufficient detail, the Food Service Director or food service director will request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided. In situations where a medical statement or Individual Education Plan (IEP) is not immediately available, is incomplete, or requires additional clarification, the meal modification should still be made if there is enough information to provide a safe meal.

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who will serve as the Food

Service Director, whose contact information is Patrick Knox, Food Service Director, patrick.knox@rfsd.k12.wi.us, 852 E.Division Street, River Falls, WI, 54022, 715-425-1800.

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs.

The individual making an initial request for such substitutions must inform the Food Service Director or Food Service Director that the student has a disability that restricts the student's diet. The District will honor the request upon receipt of the required documentation from a State authorized medical authority. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal. If the Food Service Director is unable to grant a requested accommodation following receipt of the medical authority's statement, the student or parent will be provided with an explanation of the basis for the decision. Compliant requests will be immediately implemented.

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section will prevent a student or parent from pursuing a complaint with any State or Federal agency, including the USDA, using the procedures described at the end of this policy.

A. If an initial request for accommodation in the form of substituted meals is denied, the student or parent may request review of that decision by the ~~( )~~ Building Principal and will provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision will be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations will be implemented without delay. If the initial decision is affirmed the decision may be appealed to the Superintendent whose decision is final .

B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability will be presented to the Food Service Director. The student or parent will specify the nature of the concern and any requested remedy in writing. The Coordinator will promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator will make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator will propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination will be final~~.~~

~~[·]~~ Modifications Based on Noncompliant Medical Requests

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

A. the medical or dietary need that restricts the student's diet; and

B. the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted.

~~[End of Option]~~

IMPLEMENTATION AND DISCONTINUATION

Review

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

Implementation

When the need for a special dietary accommodation is supported by a Medical Statement for Special Dietary Needs signed by a State authorized medical authority, the District will offer a reasonable modification that effectively accommodates the student's

disability. Following USDA Child Nutrition Program regulations, the ~~School~~ District may consider factors such as cost and efficiency and is not required to prepare a specific meal, provide a specific brand of food, or provide a meal beyond the meals provided to other students.

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

A special dietary request will be approved and implemented upon submission of a completed authorized medical statement. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.

Student Absence

If a student receiving a special dietary accommodation is absent or does not wish to participate in school lunch on a day an accommodation is planned, the student or parent will contact the Food Service Director by 9:00 a.m. ~~**[or enter a time]**~~ the same day.

Renewing A Special Dietary Request

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

Discontinuation of a Special Dietary Request

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

Meal Charges

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

The operation and supervision of the food-service program will be the responsibility of the ~~_____~~ Food Service Director. Food services will be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The School Board will assist the program by furnishing available space,

initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program.

A periodic review of the food-service accounts will be made by the Director of Finance and Facilities. Any surplus funds from the National School Lunch Program will be used to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the ~~(~~) Superintendent ~~(~~) ~~School Board~~ ~~[END OF OPTION]~~. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Unpaid Meal Charges

Unpaid meal charges incurred through the inability to collect meal payment from students is an unallowable cost to the nonprofit school food service account.

Delinquent debt is when payment for unpaid meal charges is overdue to the nonprofit school food service account. It is considered collectable while efforts are being made to collect it. The delinquent debt remains on the accounting documents until it is either collected or written off. Delinquent debt may be carried over year to year as long as the student is still enrolled at the school food authority (SFA).

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt will be in accordance with Policy 6152 - Student Fees, Fines, and Charges. The District will have a procedure for notifying families of outstanding debt in hopes of recovering funds.

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

Students may be permitted to accumulate negative food service account balances. Students with a negative food service account balance exceeding $ 10 ~~50~~ will not be allowed to purchase a la carte. ~~Likewise, any student that has a negative account~~

~~balance may not purchase a la carte items with cash unless the student is also able to bring their account current.~~

~~[ ]~~ A student who has exceeded the permissible negative balance amount in their account and does not have cash on hand sufficient to purchase a meal will be treated respectfully. The District will provide meals to students with unpaid meal balances without stigmatizing them, will provide parents of students who charge meals with notification when a student charges a meal, and will make efforts to collect the charges incurred by the students ~~.~~

If a student has reached the permissible level of negative lunch account balance, they will be provided a regular reimbursable meal that follows the USDA meal pattern, the cost of which will continue to accrue to a negative lunch account balance.

All households will be notified about this policy and any implementing guidelines at the start of each school year and to households transferring to the school or District during the school year, as well as informed about access to this policy and any implementing guidelines. All District staff with responsibility for enforcing the policies will be notified about the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines. The policy will be posted on the District website.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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 or https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged

discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
   U.S. Department of Agriculture
   Office of the Assistant Secretary for Civil Rights
   1400 Independence Avenue, SW
   Washington, D.C. 20250-9410; or

2. Fax:
   (833) 256-1665 or (202) 690-7442; or

3. E-mail:
   program.intake@usda.gov.

This institution is an equal opportunity provider.

© Neola 2025

Legal

SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs
SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program
OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)
Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.
42 U.S.C. 1758
15.137, Wis. Stats.
93.49, Wis. Stats.
115.34 - 115.345, Wis. Stats.
120.10(16), Wis. Stats.
120.13(10), Wis. Stats.
7 C.F.R. Part 15b
7 C.F.R. Part 210
7 C.F.R. Part 215
7 C.F.R. Part 220
7 C.F.R. Part 225
7 C.F.R. Part 226
7 C.F.R. Part 227

7 C.F.R. Part 235
7 C.F.R. Part 240
7 C.F.R. Part 245
42 U.S.C. Chapter 13

OPERATIONS TEMPLATES

po8510 - 8/11

WELLNESS

8510 - **WELLNESS**

As required by law, the School Board for the School District of River Falls establishes the following wellness policy.

Policy Preamble

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

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

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

A. promote nutrition education with the objective of improving students' health;

B. improve the health and well-being of our children, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits;

C. promote nutrition guidelines, a healthy eating environment, child nutrition programs, and food safety and security on each school campus with the objective of promoting student health;

D. provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short and long-term benefits of a physically active lifestyle;

E. promote the health and wellness of students and staff through other school based activities.

Wellness Policy Leadership

~~(-)~~ The Superintendent will implement and ensure compliance with the policy by leading the review, update, and evaluation of the policy and is authorized to designate a staff member or members with responsibility to assure that wellness initiatives are followed in the District's schools.

~~(-)~~ The designated official for oversight of the wellness policy is the Director of Finance and Facilities.

~~(-)~~

Required Public Involvement

The Superintendent will obtain the input of District collaborators to participate in the development, implementation, and periodic review and update of the policy. The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, School Board members, members of the public, medical/health care professionals, and other school administrators.

Committee Formation

The District will convene a Wellness Committee that meets at least **one** time during the school year to establish goals and oversee school health policies and programs, including development, implementation, and periodic review and update of this Wellness Policy.

~~(-)~~ **Committee Representatives**

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

Nutrition Standard for All Foods

The District is committed to serving healthy meals to our students. The school meal programs aim to improve the diet and health of school children, model healthy eating

patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

School Meal Programs

Standards and Guidelines for School Meal Programs
All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. (https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart)

School Meal Program Participation
The District will notify parents of the availability of the breakfast, lunch, and summer food programs and will be encouraged to determine eligibility for reduced or free meals;

Standards for Foods and Beverages Sold Outside of School Meals
All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) will, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf

Foods Offered/Provided but Not Sold
The District encourages foods offered on the school campus meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members. Non-food celebrations will be promoted and a list of ideas is available.

The District adheres to the Wisconsin Department of Public Instruction fund-raiser exemption policy and allows two (2) exempt fund-raisers per student organization per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

Marketing
Schools may restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment; advertisements in school publications/mailings; sponsorship of school

activities, fund-raisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

Nutrition Education
The primary goal of nutrition education is to influence students' lifelong eating behaviors.

Nutrition Promotion
The District is committed to providing a school environment that encourages students to practice healthy eating and physical activity. Students will receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

Physical Activity
The District will provide students with age and grade-appropriate opportunities to engage in physical activity.

Physical Education
A sequential, comprehensive physical education program will be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the District. ~~( )[other:]~~

Other Activities That Promote School Wellness
Students, parents, and other community members will have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

Staff Wellness
The District will implement an organized wellness program that will be available to all staff.

Community Engagement
The District will work with community partners to support District wellness. Furthermore, with the objectives of enhancing student health and well being the following guidelines are established:

A. In accordance with Policy 8500 - Food Services, the food service program will comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.

B. As set forth in Policy 8531 - Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).

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

C. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well, regardless of unpaid meal balances without stigma.

Monitoring and Evaluation - Triennial Assessment

A. The Wellness Committee will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy and how the policy compares to a model policy, as established by the U.S. Department of Agriculture. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the School Board and public.

B. ~~(-)~~ The District wellness policy will be updated as needed based on evaluation results, District changes, emergence of new health science information/technology, and/or new Federal or State guidance are issued.

Update/Inform the Public

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

Record Retention

The Superintendent will require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy. ~~(-) , including:~~

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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.

This institution is an equal opportunity provider.

© Neola 2025

Legal
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

COMPETITIVE FOOD SALES

8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food. The food-service program will be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the School Board's policies . Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations will comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and will only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

Nondiscrimination Statement
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

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 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.

This institution is an equal opportunity provider.

© Neola 2025

Legal
Title 7 C.F.R. 210.11