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

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

Cory Sillars, Clerk
Exemptions s.19.85

A **Regular Meeting** of the BOARD OF EDUCATION will be held in the **Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403** at **5:00 PM** on **Monday, April 13, 2026.**

I.	CALL TO ORDER
II.	ROLL CALL
III.	PLEDGE OF ALLEGIANCE: Jim Bouché, President
IV.	READING OF THE MISSION STATEMENT
V.	Excellence in Action: WAVE
VI.	Excellence in Action: South Mountain Elementary
VII.	PUBLIC AND STUDENT COMMENT
VIII.	APPROVE CONSENT AGENDA **(Action Requested)**
	VIII.A. Appointments (Additional Staff, Replacement Staff, Contract Increases)
	VIII.B. Separations (Resignations, Contract Decreases, Terminations)
	VIII.C. Leaves of Absence
	VIII.D. Retirements
	VIII.E. Minutes: Regular Session of March 9, 2026.
	VIII.F. Payment of Bills/Budget Status and Investment Report
	VIII.G. School Board Member Salaries
	VIII.H. Canvassing Statement
	VIII.I. Donations to the District
IX.	OLD/RECURRING BUSINESS
	IX.A. Committee of the Whole Meeting
	IX.A.1. Referendum Budget Update
X.	NEW BUSINESS

X.A. Transfer Funds to Fund 46 **(Action Requested)**

X.B. Recommendation for 2026-27 Capital Projects **(Action Requested)**

X.C. Boys and Girls LaCrosse Co-Op **(Action Requested)**

X.D. Alpine Ski Co-Op **(Action Requested)**

X.E. East / Newman JV Baseball Co Op

X.F. Committee of the Whole Meeting

X.F.1. Wisconsin School Nutrition Purchasing Cooperative Agreement (WiSNP) **(Action Requested)**

X.F.2. Facility Fees **(Action Requested)**

X.F.3. NEOLA UPDATE **(Action Requested)**

X.F.3.a. Policies: 0100 Definitions; 0142.7 Orientation; 0144.5 Board Member Behavior; 0145 Board Member Anti-Harassment; 0155 Committees; 1210 Board District Administrator Relationship; 1230.01 Development of Administrative Guidelines; 1240 Evaluation of the District Administrator; 1260 Incapacity of the District Administrator; 1400.01 District Administrator Job Description; 2131.01 Reading Instructional Goals and Kindergarten Assessment; 2261.01 Parent and Family Engagement in Title I Programs; 2431 Interscholastic Athletics; 2464 Advanced Learning Instruction; 3440 Job Related Expenses; 4140 Termination and Resignation; 4440 Job Related Expenses; 5505 Academic Honesty; 5111.01 Homeless Students; 5112 Entrance Age; 5136 Cell Phone and Other Personal Communication Devices; 5411 Third Grade Promotion; 5515 Student Use and Parking of Motor Vehicles; 5530 Student Use or Possession of Intoxicants, Drugs, or Paraphernalia; 5895 Student Employment; 6108 Authorization to Make Electronic Fund Transfers; 6147 Debt Management; 6151 Returned Checks; 6235 Fund Balance; 6320 Purchasing; 6800 Systems of Accounting; 7310 Disposition of Personal Property; 7540.02 Digital Content and Accessibility; 7540.08 Artificial Intelligence (AI).

X.F.3.b. School Support Organization Related Policies: 5830 Student Fund-Raising; 6605 Crowdfunding; 6608 Accountability and Oversight, 6610 Non-District Supported Student Activity Accounts; 7230 Gifts, Grants, and Bequests; 9211 District Supported Organizations; 9215 School Support Organizations; 9700 Relations with Non-School Affiliated Groups; 9700.01 Advertising and Commercial Activities;

X.F.3.c. Technical Corrections: 0141 Number; 0142.2 Qualifications; 4120 Employment of Support Staff; 5330 Administration of Medication; 5461 Children at Risk of Not Graduating; 5610 Suspension and Expulsion; 5720 Student Activism; 5780 Student Parent Rights; 6144 Investment Income; 6152 Student Fees, Fines, and Charges; 7440.01 Video Surveillance; 8410 Crisis Intervention; 8420 School Safety and Reporting of Crime Statistics; 8450.01 Protective Equipment During Pandemic; 8451 Pediculosis (Head

Lice); 8462.01 Threats of Violence; 9151 Use of Cameras and Other Recording Devices in a Locker Room; 9800 High School Diplomas to Veterans

X.F.3.d. Act 57 Related Policies: 1213 Student Supervision and Welfare; 3213 Student Supervision and Welfare; 4213 Student Supervision and Welfare; 8462 Child Abuse and Neglect.

XI. OPEN FORUM

XI.A. Board Member Professional Growth & Development Report

XI.B. Legislative Liaison

XI.C. Superintendent Commentary

XI.D. Presiding Officer Commentary

XII. REQUEST FOR CLOSED SESSION PURSUANT TO STATE STATUTES

XII.A. Consideration of contracts for Preliminary Notice of Non-renewal ss. 19.85(1)(c)

XII.B. Reconvene in Open Session, to take further action if necessary and appropriate

XIII. ADJOURN

NOTICE POSTED: Friday, April 10, 2026, at 7:45 am

By: Cassie Peck

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

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

WAUSAU SCHOOL DISTRICT
HUMAN RESOURCES

TO: Board of Education
FROM: Tabatha Gundrum
MEETING: April 13, 2026
SUBJECT: Staffing Consent Agenda

The Administration respectfully asks that the Board of Education approve the following staffing changes pertaining to the Consent Agenda:

APPOINTMENTS (Additional Staff, Replacement Staff, Contract Increases):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Kendal Behnke	District	1.0 FTE, Special Education Teacher	08/24/2026
Abigail Bushman	South Mountain Elementary	1.0 FTE, Special Education Teacher	08/24/2026
Emma Jaje	District	1.0 FTE, Speech & Language Pathologist	08/24/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Tiffany Miskowski	District	1.0 FTE, Director of Nutrition Services	07/01/2026

SEPARATIONS (Resignations, Contract Decreases, Terminations):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Kaitlyn Keech	Thomas Jefferson Elementary	1.0 FTE, School Counselor	06/08/2026
Emmaline Friedenfels	Horace Mann MS	1.0 FTE, English Teacher	06/08/2026
Elizabeth Zastrow	Wausau East HS	1.0 FTE, Business Education Teacher	06/08/2026
Jamie Boodle	John Muir MS	1.0 FTE, English Teacher	06/08/2026
Eliza Staats	Lincoln Early Learning Academy	1.0 FTE, Special Education Teacher	03/20/2026
Chloe Schroeder	Riverview Elementary	1.0 FTE, 1st Grade Teacher	06/08/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LIMITED TERM CONTRACTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Eliza Staats	Franklin Elementary	1.0 FTE, Kindergarten Teacher	04/06/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LEAVES OF ABSENCE:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Kari Drewek	John Marshall Elementary	1.0 FTE, School Counselor	26-27 School Year

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

RETIREMENTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Mark Poppe	Wausau East HS	1.0 FTE, Technology Education Teacher	06/08/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

WAUSAU SCHOOL DISTRICT
HUMAN RESOURCES

TO: Board of Education
FROM: Tabatha Gundrum
MEETING: April 13, 2026 ADDENDUM
SUBJECT: Staffing Consent Agenda

The Administration respectfully asks that the Board of Education approve the following staffing changes pertaining to the Consent Agenda:

APPOINTMENTS (Additional Staff, Replacement Staff, Contract Increases):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

SEPARATIONS (Resignations, Contract Decreases, Terminations):

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE
Tracy Works	Horace Mann MS	1.0 FTE, Science & Social Studies Teacher	06/08/2026
Lili Vehrs	Maine Elementary & Rib Mountain Elementary	1.0 FTE, School Psychologist	06/08/2026
Lindsay Lodholz	District	1.0 FTE, EMLSS Coordinator	06/08/2026
Jillian Delong	John Marshall Elementary	1.0 FTE, Special Education Teacher	06/08/2026
Morgan Harris	Riverview Elementary	1.0 FTE, School Social Worker	06/08/2026
Chloe Schroeder	Riverview Elementary	1.0 FTE, 1st Grade Teacher	06/08/2026

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LIMITED TERM CONTRACTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

LEAVES OF ABSENCE:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

RETIREMENTS:

		TEACHING STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

		ADMINISTRATIVE STAFF	
NAME	BUILDING	POSITION	EFFECTIVE DATE

Minutes of REGULAR MEETING

The Board of Education
Wausau School District DRAFT

A Regular Meeting of the Board of Education of the Wausau School District was held Monday, March 9, 2026, beginning at 5:00 PM in the Nicholson Board Room, 415 Seymour Street, Wausau, Wisconsin 54403.

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

Absent: Nick Crochiere.

I. CALL TO ORDER
The meeting was called to order at 5:00 pm.

II. ROLL CALL
Ms. Peck read the roll call.

III. PLEDGE OF ALLEGIANCE: Jim Bouché, President
President Bouche led everyone in the Pledge of Allegiance.

IV. READING OF THE MISSION STATEMENT
President Bouche read the mission statement.

V. Excellence in Action: EEA
EEA Principal, Dr. Shannon Young gave a brief history overview of EEA, recounting some of the major milestones for the school from the past 21 years of its existence. She also shared about the success of the community within the school and the partnerships in the greater community. She ended the presentation with sincere thanks to all the support from the Board, the District, and the community for the past 21 years.

VI. PUBLIC AND STUDENT COMMENT
There were none.

VII. APPROVE CONSENT AGENDA **(Action Requested)**
A. Appointments (Additional Staff, Replacement Staff, Contract Increases)
B. Separations (Resignations, Contract Decreases, Terminations)
Rachel Vogel (5th Grade Teacher/Stettin) 1.0 FTE, effective 6/8/26; Madelyn Ickert (Special Education Teacher/South Mountain) 1.0 FTE, effective 6/8/26; Eliza Staats (Special Education Teacher/Lincoln) 1.0 FTE, effective 6/8/26; and Kylie Okray (Kindergarten Teacher/Franklin) 1.0 FTE, effective 3/13/26.
C. Leaves of Absence
D. Retirements

E. Minutes: Regular Session of February 9, 2026; Special Session of February 23, 2026; and Closed Session of February 24, 2026.
F. Payment of Bills/Budget Status and Investment Report
G. CESA 9 Shared Services Contract
H. Donations to the District

$340 from Homestead to Maine Elementary; Food & Hygiene items from an anonymous donor, raffle baskets from Dunkin' Donuts & Baskin Robbins, 4 ($10) gift cards from El Mezcal; $100 gift card from Festival Foods; Food from the Horace Mann Neighbors, 2 stuffies from Melanie Kennedy, gloves and notebooks from Menards, raffle basket items and a $25 gift card from the Mint Café, $50 gift card from Riolo Family, $25 gift card from Sam's Pizza, and 4 ($25) gift cards to Sconni's to Horace Mann Middle School; and $67 from the American Online Giving Foundation.

Charles Burger moved to approve the consent agenda with great gratitude for Donations made to the District, seconded by Pat McKee. The motion carried 8-0.

VIII. OLD/RECURRING BUSINESS

A. Committee of the Whole Meeting

1. Referendum Budget Update

As the April 2022 referendum-funded facility improvements continue to develop, the construction and budget updates will routinely be presented until projects are completed.

IX. NEW BUSINESS

A. iPads Presentation **(Action Requested)**

Sarah Brock moved to approve the use of $610,065 from the 2022 referendum funds for the purchase of iPads for Horace Mann and John Muir middle schools, seconded by Charles Burger. The motion carried 8-0.

B. Committee of the Whole Meeting

1. Five Year Fiscal Forecast

At the February Committee of the Whole meeting, the Committee was presented with a five-year fiscal forecast model for the District.

2. AGR Annual Report

At the February Committee of the Whole Meeting, the Committee was presented with the mid-year AGR student outcome scores required by the DPI.

X. OPEN FORUM

A. Board Member Professional Growth & Development Report

There was none.

B. Legislative Liaison

Mr. Sillars shared that he would be contacting Representative Snyder and Senator Tomczyk about Special Education funding.

C. Superintendent Commentary

Mr. Bushman thanked Dr. Young and her years of service to the District and EEA. He also congratulated Dr. Jon Tomski on successfully defending his dissertation.

D. Presiding Officer Commentary

The Board Liaison report for March is as follows: Lance Trollop participated in a WASB online seminar and Cory Sillars attended the Elementary Task Force Reunion.

XI. ADJOURN

Pat McKee moved to adjourn, seconded by Charles Burger. The motion carried at 5:43 pm.

Respectfully Submitted,

Cory Sillars,
Board Clerk

CS:cp

WAUSAU SCHOOL DISTRICT

APPROVAL OF BILLS

Education/Operations Committee of the Whole - March 23, 2026

Board Meeting - April 13, 2026

25-26 Budgets
February 17, 2026 to March 16, 2026

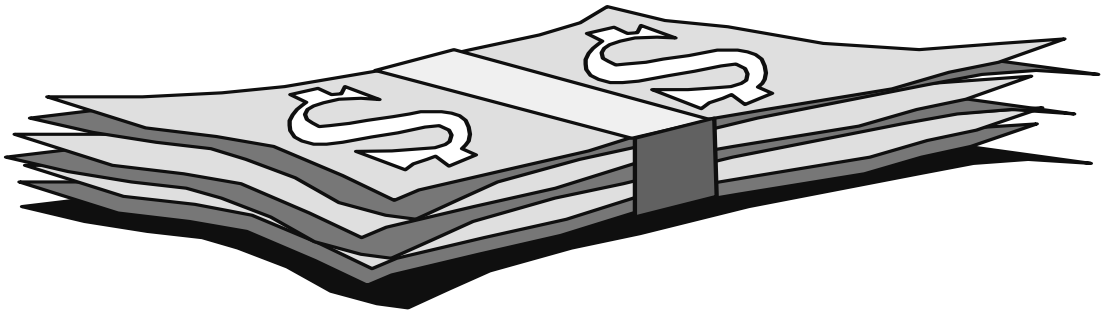
Vouchers 1067118-1067236, 25260500-252604263

General Fund - Fund 10	$1,618,589.89
Grants - Fund 11	$25,819.39
Federal Projects Fund - Fund 20	$5,611.66
Special Education - 27	$436,322.98
Food Service Fund - Fund 50	$287,584.60
Trust Funds - Fund 72	$0.00
Community Service Fund - Fund 80	$26,587.78
Total	**$2,400,516.30**

Vouchers 252603657, 252603850

Capital Projects - Fund 49	$54,268.00
Total	**$54,268.00**

WAUSAU SCHOOL DISTRICT



BUDGET STATUS REPORT

Month Ending

March 31, 2026

INVESTMENT PORTFOLIO
March 31, 2026

INSTITUTION	BALANCE	RATE
Associated Bank	51,994,900.47	0 to 2.38%/variable
BMO Financial Group	4,500,192.92	variable
CoVantage Credit Union	7,064.49	.27% to .40%
State of Wisconsin Investment Pool	7,033.81	3.69%
Wisconsin Investment Series Cooperative	25,453,361.84	3.484-3.627%

BALANCE SHEET SUMMARY

March 31, 2026

ASSETS	
General Fund	$11,981,538.06
Special Projects Fund	$192.97
Community Services Fund	$961,110.72
Special Education	($9,064,772.60)
Food Service Fund	$1,686,722.49
Scholarships/Donations/Activity Accounts	$2,329,933.55
HRA Account	$6,752.53
Trust Funds - OPEB	$4,500,192.92
Petty Cash Fund	$249.00
Investments	
General Fund	$22,824,374.05
Debt Service Fund	$27,153,563.34
Long Term Capital Improvement Trust Fund	$4,834,255.92
Capital Projects Fund	$16,446,586.94
Interest Receivable	$543.63
Taxes Receivable	$14,534,337.15
Accounts Receivable	($760,309.62)
Prepaid	$0.00
TOTAL ASSETS	$97,435,271.05
LIABILITIES	
Line of Credit	$0.00
Salaries and Benefits Payable	($681,553.23)
Accrued Interest Payable	$0.00
Accounts Payable	$267,554.86
TOTAL LIABILITIES	($413,998.37)
EQUITY - FUND BALANCE	
General Fund Balance	$46,141,540.94
Federal Programs Balance	$0.00
Special Education	($9,839,056.35)
Debt Service Balance	$27,153,756.31
Food Service Balance	$1,833,914.55
Scholarships/Donations/Activity Accounts	$2,337,020.29
Trust Fund Balance - OPEB	$3,761,281.30
Community Service Balance	$958,919.84
TOTAL FUND BALANCE	$72,347,376.88
Restricted for Insurance Claims	4,221,049.68
Restricted for Long Term Capital Improvement Trust Fund	$4,834,255.92
Restricted for Construction	$16,446,586.94
TOTAL EQUITY - FUND BALANCE	$97,849,269.42
TOTAL EQUITY AND LIABILITIES	$97,435,271.05

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	R	---	211	------	---	CURRENT PROPERTY TAX	23,246,150.00	0.00	23,246,150.00	0.00
10	R	---	212	------	---	PROPERTY TAX CHARGEBACKS	9,000.00	0.00	9,000.00	0.00
10	R	---	213	------	---	MOBILE HOME TAX	35,000.00	39,817.94	39,817.94	-4,817.94
10	R	---	219	------	---	OTHER TAXES	0.00	0.00	473,678.00	-473,678.00
10	R	---	249	------	---	TRANSPORTATION FEES-PRIVATE	20,000.00	1,827.20	8,656.07	11,343.93
10	R	---	271	------	---	ADMISSIONS ATHL/SPRT	60,000.00	17,206.07	39,970.91	20,029.09
10	R	---	279	------	---	OTH SCH ACTIVITY INC	105,000.00	-18,354.00	68,635.00	36,365.00
10	R	---	280	------	---	INT ON INVESTMENTS	375,000.00	15,222.21	196,086.04	178,913.96
10	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	0.00	0.00	50,030.00	-50,030.00
10	R	---	292	------	---	STUDENT FEES	65,000.00	253.15	57,075.71	7,924.29
10	R	---	293	------	---	RENTALS	55,000.00	6,035.00	43,282.83	11,717.17
10	R	---	341	------	---	NON-OPEN ENROLL GENERAL TUIT	5,000.00	0.00	600.00	4,400.00
10	R	---	345	------	---	OPEN ENROLLMENT GEN. TUITION	2,413,714.00	0.00	0.00	2,413,714.00
10	R	---	515	------	---	STATE AID TRANSIT/INT. SOURC	35,000.00	2,000.00	24,000.00	11,000.00
10	R	---	612	------	---	TRANSPORTATION AID	175,000.00	0.00	143,315.00	31,685.00
10	R	---	613	------	---	LIBRARY AID	475,000.00	0.00	0.00	475,000.00
10	R	---	618	------	---	BILINGUAL STATE AID	315,000.00	0.00	154,047.64	160,952.36
10	R	---	619	------	---	OTHER STATE CATEGORICAL AID	22,028.00	0.00	1,395.33	20,632.67
10	R	---	621	------	---	EQUALIZATION AID	75,312,316.00	18,828,079.00	48,953,005.00	26,359,311.00
10	R	---	630	------	---	SPECIAL PROJECT GRNT	429,941.00	370,263.29	370,263.29	59,677.71
10	R	---	641	------	---	STATE TUITION PAYMENTS	85,000.00	0.00	0.00	85,000.00
10	R	---	650	------	---	STATE SAGE AID	1,682,071.00	0.00	1,043,930.00	638,141.00
10	R	---	660	------	---	STATE REV. THROUGH LOCAL GOV	5,000.00	0.00	57,483.24	-52,483.24
10	R	---	691	------	---	STATE TAX EXEMPT AIDS	1,860,824.00	0.00	564,121.52	1,296,702.48
10	R	---	695	------	---	PER PUPIL AID	5,907,058.00	5,822,474.00	5,822,474.00	84,584.00
10	R	---	780	------	---	FED AID STATE AGENCY. NOT DP	900,000.00	0.00	0.00	900,000.00
10	R	---	861	------	---	EQUIPMENT SALES	40,000.00	22,145.84	22,145.84	17,854.16
10	R	---	869	------	---	OTHER PROPERTY SALES	0.00	0.00	178.25	-178.25
10	R	---	971	------	---	REFUND OF PRIOR YEAR EXPENSE	275,000.00	90,443.73	268,360.76	6,639.24
10	R	---	990	------	---	MISCELLANEOUS	190,000.00	525,218.00	568,271.51	-378,271.51
10	R	---	999	------	---		0.00	0.00	20.00	-20.00
10	-	---	---	------	---	GENERAL FUND	114,098,102.00	25,722,631.43	82,225,993.88	31,872,108.12

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	131	------	---	STRAIGHT TIME	27,900.00	0.00	14,490.72	13,409.28
10	E	---	161	------	---	ADMIN SALARY	537,271.28	44,701.94	426,068.74	111,202.54
10	E	---	164	------	---	OTHER PROF SALARIES	1,621,144.18	124,780.36	1,217,282.18	403,862.00
10	E	---	166	------	---	PRINCIPALS SALARY	2,349,932.72	151,036.24	1,577,943.97	771,988.75
10	E	---	167	------	---	ASSIST PRINC SALARY	810,661.92	71,974.00	722,753.12	87,908.80
10	E	---	171	------	---	INSTR SUB TEACHERS	100,001.47	8,249.38	37,759.10	62,242.37
10	E	---	172	------	---	OTHER CERT SALARIES	2,702,426.95	209,249.62	1,680,854.29	1,021,572.66
10	E	---	173	------	---	SUB TEACHER SALARIES	671,509.85	54,580.70	336,667.30	334,842.55
10	E	---	174	------	---	PROF HEALTH SALARIES	222,192.27	15,538.74	156,111.47	66,080.80
10	E	---	175	------	---	TEACHERS SALARIES	32,639,607.83	2,384,342.80	19,776,147.88	12,863,459.95
10	E	---	176	------	---	L-TERM SUB TCHRS	420,000.00	40,599.66	237,618.10	182,381.90
10	E	---	178	------	---	COACHING SALARIES	795,612.26	3,146.32	550,150.63	245,461.63
10	E	---	180	------	---	SUPPORT SALARIES	127,793.43	10,020.19	94,053.20	33,740.23
10	E	---	181	------	---	CUSTODIAL SALARIES	4,639,108.58	360,935.96	3,425,536.76	1,213,571.82
10	E	---	182	------	---	TEACHR AIDE SALARIES	3,017,313.93	240,068.13	1,852,522.83	1,164,791.10
10	E	---	184	------	---	ATTENDANCE OFFICE	62,992.51	6,401.18	46,054.71	16,937.80
10	E	---	185	------	---	OTHER MUNIC SALARIES	1,258,829.67	98,989.23	908,024.98	350,804.69
10	E	---	186	------	---	SECR-CLER SALARIES	1,997,200.61	162,387.58	1,427,246.09	569,954.52
10	E	---	187	------	---	MAINT WORKER SALARY	140,161.26	10,966.93	106,632.56	33,528.70
10	E	---	188	------	---	TEACHER AIDE-ENROLLMENT	66,950.00	1,220.84	8,742.85	58,207.15
10	E	---	194	------	---	OTHER SUPV SALARIES	289,591.76	23,044.27	218,945.68	70,646.08
10	E	---	195	------	---	MISC PAYROLLS	125,000.00	7,677.85	72,293.94	52,706.06
10	E	---	212	------	---	RET-EMPLR CONTRIBTN	3,674,682.12	282,169.71	2,391,641.95	1,283,040.17
10	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	1,380,627.38	89,799.22	778,474.71	602,152.67
10	E	---	219	------	---	OTHER EMPLOYEE BENEFITS	20,000.00	30,000.00	30,000.00	10,000.00-
10	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	794,496.89	55,050.76	481,175.37	313,321.52
10	E	---	222	------	---	S S EMPLR CON	3,339,950.42	235,388.96	2,054,937.53	1,285,012.89
10	E	---	230	------	---	GROUP LIFE INS	207,348.27	9,335.85	69,956.07	137,392.20
10	E	---	243	------	---	DENTAL INSURANCE	705,071.48	58,741.18	433,117.09	271,954.39
10	E	---	248	------	---	HOSPITAL SURGICL INS	12,809,889.99	996,022.36	7,316,885.28	5,493,004.71
10	E	---	251	------	---	DISABILITY INSURANCE	305,153.61	11,788.15	87,417.56	217,736.05
10	E	---	291	------	---	COLLEGE CREDIT REIMB	40,000.00	0.00	8,045.64	31,954.36
10	E	---	293	------	---	MISC BENEFITS	170,000.00	0.00	186,229.72	16,229.72-
10	E	---	299	------	---	MISC BENEFITS	8,000.00	0.00	17,360.00	9,360.00-
10	E	---	310	------	---	PERSONAL SERVICES	865,054.00	39,165.13	725,439.68	139,614.32
10	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	4,035.00	410.97	33,735.61	29,700.61-
10	E	---	324	------	---	MAINTENANCE SERVICES	1,680,078.00	272,004.16	1,616,038.39	64,039.61
10	E	---	325	------	---	VEHICLE AND EQUIPMENT RENTAL	12,905.00	552.03	15,615.90	2,710.90-
10	E	---	327	------	---	CONSTRUCTION SERVICE	648,400.00	126,725.00	989,363.55	340,963.55-
10	E	---	328	------	---	BUILDING RENTAL	26,466.00	7,490.10	25,177.60	1,288.40

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	329	------	---	CLEANING SERVICES	169,985.00	0.00	0.00	169,985.00
10	E	---	331	------	---	GAS FOR HEAT	527,830.00	110,681.75	430,103.21	97,726.79
10	E	---	336	------	---	ELECT NOT FOR HEAT	1,545,303.00	109,301.62	976,488.02	568,814.98
10	E	---	337	------	---	WATER	120,661.00	9,199.12	94,030.01	26,630.99
10	E	---	338	------	---	SEWER	83,153.00	9,467.31	71,802.03	11,350.97
10	E	---	339	------	---	OTHER UTILITIES	103,446.00	2,730.76	14,793.38	88,652.62
10	E	---	341	------	---	PUPIL TRANSPORTATION	2,506,815.52	58,635.57	1,198,505.81	1,308,309.71
10	E	---	342	------	---	EMPLOYEE TRAVEL	166,506.00	6,424.13	75,130.31	91,375.69
10	E	---	345	------	---	PUPIL LODGING & MEALS	28,190.00	5,857.50	18,090.84	10,099.16
10	E	---	348	------	---	VEHICLE FUEL	356,263.00	1,296.38	150,787.21	205,475.79
10	E	---	351	------	---	ADVERTISING	604.00	588.35	25,904.79	25,300.79-
10	E	---	352	------	---	PHOTOGRAPHY	11,952.00	0.00	0.00	11,952.00
10	E	---	353	------	---	POSTAGE	62,066.00	12,513.79	60,237.29	1,828.71
10	E	---	354	------	---	PRINTING & BINDING	235,467.00	32,701.81	290,444.38	54,977.38-
10	E	---	355	------	---	TELEPHONE	120,900.00	10,624.95	53,957.90	66,942.10
10	E	---	358	------	---	ON-LINE COMMUNICATIONS	228,109.00	5,441.43	42,689.37	185,419.63
10	E	---	359	------	---	OTHER COMMUNICATIONS	29,032.00	0.00	49.61	28,982.39
10	E	---	360	------	---	INFORMATION TECHNOLOGY	1,279,693.00	65,558.67	1,152,670.90	127,022.10
10	E	---	362	------	---	SOFTWARE AS A SERVICE	189,931.00	0.00	362,845.97	172,914.97-
10	E	---	382	------	---	PAYMENTS TO WI SCHOOL DISTRI	4,674,671.00	0.00	647.00	4,674,024.00
10	E	---	386	------	---	PAYMENT TO CESA-SERVICES	113,118.00	19,968.40	85,605.94	27,512.06
10	E	---	387	------	---	PAYMENTS TO STATE	4,328,896.00	0.00	9,234.06	4,319,661.94
10	E	---	389	------	---	PAYMENT TO WTCS	675,949.00	303,919.00	688,515.22	12,566.22-
10	E	---	411	------	---	GENERAL SUPPLIES	1,394,054.00	92,282.87	563,396.08	830,657.92
10	E	---	413	------	---	COMPUTER SUPPLIES	1,762.00	0.00	0.00	1,762.00
10	E	---	415	------	---	FOOD	40,251.00	4,530.69	45,261.51	5,010.51-
10	E	---	416	------	---	MEDICAL SUPPLIES	14,333.00	1,152.14	15,858.63	1,525.63-
10	E	---	417	------	---	PAPER	59,155.00	5,550.53	-102,942.46	162,097.46
10	E	---	420	------	---	APPAREL	24,125.00	1,970.99	5,595.62	18,529.38
10	E	---	430	------	---	MEDIA	0.00	116.00	1,924.49	1,924.49-
10	E	---	431	------	---	AUDIO-VISUAL MEDIA	8,328.00	35.06	4,041.14	4,286.86
10	E	---	432	------	---	LIBRARY BOOKS	236,881.00	50,777.02	267,459.48	30,578.48-
10	E	---	433	------	---	NEWSPAPERS	343.00	0.00	0.00	343.00
10	E	---	434	------	---	PERIODICALS	19,605.00	159.99	5,906.54	13,698.46
10	E	---	439	------	---	OTHER MEDIA	210,434.00	1,024.81	33,241.94	177,192.06
10	E	---	440	------	---	N-CAPITAL EQUIPMENT	791,672.00	75,235.60	414,114.14	377,557.86
10	E	---	441	------	---	N/A	0.00	0.00	981.00	981.00-
10	E	---	449	------	---	OTHER NON-CAPITAL OBJECTS	691.00	0.00	0.00	691.00
10	E	---	460	------	---	EQUIPMENT COMPONENTS	5,368.00	0.00	1,325.74	4,042.26
10	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	180,538.00	-286.88	95,715.89	84,822.11

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	471	------	---	TEXTBOOKS	0.00	269.60	269.60	269.60-
10	E	---	472	------	---	WORKBOOKS	0.00	0.00	125.36	125.36-
10	E	---	473	------	---	SHEET MUSIC	16,105.00	3,892.88	13,317.19	2,787.81
10	E	---	480	------	---	NON-INSTRUCTIONAL COMPUTER S	274,183.00	40.08	26,468.40	247,714.60
10	E	---	481	------	---	TECHNOLOGY SUPPLIES	6,509.00	0.00	551.28	5,957.72
10	E	---	482	------	---	NON-CAPITAL HARDWARE	456,379.00	7,844.15	668,313.85	211,934.85-
10	E	---	483	------	---	NON-CAPITAL SOFTWARE	20,063.00	1,112.82	15,768.38	4,294.62
10	E	---	550	------	---	EQUIPMENT ADDITION	0.00	7,469.00	14,403.00	14,403.00-
10	E	---	551	------	---	EQUIP PURCHASE ADDN	7,461.00	0.00	0.00	7,461.00
10	E	---	553	------	---	EQUIP/VEHICLE PURCHASE	50,000.00	0.00	15,291.60	34,708.40
10	E	---	561	------	---	EQUIPMENT REPLACE	15,117.00	0.00	0.00	15,117.00
10	E	---	678	------	---	CAPITAL LEASE PRINCIPAL	213,531.00	5,222.62	45,596.59	167,934.41
10	E	---	688	------	---	CAPITAL LEASE INTEREST	0.00	1,041.62	10,479.95	10,479.95-
10	E	---	711	------	---	DIST LIABILITY INS	73,212.40	0.00	71,445.50	1,766.90
10	E	---	712	------	---	DIST PROPERTY INS	182,332.00	0.00	360,133.54	177,801.54-
10	E	---	713	------	---	WORKERS COMPENSATION	784,101.00	59,400.00	696,096.77	88,004.23
10	E	---	730	------	---	UNEMPLOYMENT COMP	31,828.00	2,067.44	6,051.39	25,776.61
10	E	---	827	------	---	SPECIAL ED FUND TRANSFERS	10,041,301.00	0.00	0.00	10,041,301.00
10	E	---	838	------	---	NON-REFERENDUM DEBT FUND TRA	31,322.00	0.00	0.00	31,322.00
10	E	---	940	------	---	DUES & FEES	250.00	0.00	147.75	102.25
10	E	---	941	------	---	DISTRICT DUES & FEES	84,955.00	1,811.90	83,080.47	1,874.53
10	E	---	942	------	---	EMPLOYEE DUES & FEES	3,871.00	0.00	528.40	3,342.60
10	E	---	943	------	---	PUPIL DUES & FEES	51,529.00	9,833.50	28,182.38	23,346.62
10	E	---	961	------	---	CASH ADJUSTMENTS	0.00	0.00	429.07	429.07-
10	E	---	972	------	---	REFND RECPT N-AIDBLE	6,740.00	0.00	0.00	6,740.00
10	-	---	---	------	---	GENERAL FUND	114,212,230.56	7,342,020.47	61,365,606.21	52,846,624.35

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	R	---	630	------	---	SPECIAL PROJECT GRNT	58,640.00	-330,115.29	96,831.00	-38,191.00
11	R	---	699	------	---	OTHER STATE REVENUE	0.00	0.00	33,794.00	-33,794.00
11	R	---	713	------	---	VOCATIONAL EDUC ACT	90,822.00	15,062.45	89,997.75	824.25
11	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	1,572,204.00	79,087.52	1,898,656.02	-326,452.02
11	R	---	751	------	---	ESEA TITLE 1	1,758,167.00	276,784.31	959,497.11	798,669.89
11	-	---	---	------	---	GENERAL GRANTS	3,479,833.00	40,818.99	3,078,775.88	401,057.12

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	E	---	166	------	---	PRINCIPALS SALARY	15,286.62	0.00	0.00	15,286.62
11	E	---	171	------	---	INSTR SUB TEACHERS	0.00	14,057.85	61,142.45	61,142.45-
11	E	---	172	------	---	OTHER CERT SALARIES	0.00	0.00	19,680.98	19,680.98-
11	E	---	175	------	---	TEACHERS SALARIES	1,118,168.14	94,502.54	784,981.86	333,186.28
11	E	---	182	------	---	TEACHR AIDE SALARIES	23,853.01	277.50	3,481.13	20,371.88
11	E	---	185	------	---	OTHER MUNIC SALARIES	70,876.62	2,212.14	13,894.14	56,982.48
11	E	---	186	------	---	SECR-CLER SALARIES	0.00	303.92	2,885.31	2,885.31-
11	E	---	212	------	---	RET-EMPLR CONTRIBTN	86,819.47	7,497.71	60,339.11	26,480.36
11	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	27,642.66	2,091.80	17,879.84	9,762.82
11	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	18,159.93	1,515.89	12,122.00	6,037.93
11	E	---	222	------	---	S S EMPLR CON	77,646.35	6,482.13	51,834.28	25,812.07
11	E	---	230	------	---	GROUP LIFE INS	8,030.39	329.92	2,556.14	5,474.25
11	E	---	243	------	---	DENTAL INSURANCE	17,040.93	1,373.75	9,583.08	7,457.85
11	E	---	248	------	---	HOSPITAL SURGICL INS	289,837.72	22,663.73	157,593.86	132,243.86
11	E	---	251	------	---	DISABILITY INSURANCE	6,345.68	271.59	2,005.40	4,340.28
11	E	---	310	------	---	PERSONAL SERVICES	742,966.48	15,495.40	143,742.93	599,223.55
11	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	9,002.00	0.00	0.00	9,002.00
11	E	---	341	------	---	PUPIL TRANSPORTATION	19,745.00	-130.17	12,469.48	7,275.52
11	E	---	342	------	---	EMPLOYEE TRAVEL	43,137.00	12,656.45	36,202.59	6,934.41
11	E	---	354	------	---	PRINTING & BINDING	0.00	408.93	2,924.92	2,924.92-
11	E	---	360	------	---	INFORMATION TECHNOLOGY	59,254.00	0.00	40,148.00	19,106.00
11	E	---	362	------	---	SOFTWARE AS A SERVICE	24,098.00	438.90	42,781.00	18,683.00-
11	E	---	371	------	---	INSTR PAYMENTS-PRIV VENDOR	21,967.00	0.00	0.00	21,967.00
11	E	---	386	------	---	PAYMENT TO CESA-SERVICES	18,818.00	0.00	5,505.00	13,313.00
11	E	---	411	------	---	GENERAL SUPPLIES	333,303.00	1,292.94	19,254.92	314,048.08
11	E	---	415	------	---	FOOD	739.00	3,080.03	6,384.68	5,645.68-
11	E	---	420	------	---	APPAREL	0.00	0.00	50.33	50.33-
11	E	---	440	------	---	N-CAPITAL EQUIPMENT	51,879.00	456.30	16,144.47	35,734.53
11	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	1,368.56	12,954.68	12,954.68-
11	E	---	482	------	---	NON-CAPITAL HARDWARE	115,819.00	0.00	3,827.99	111,991.01
11	E	---	483	------	---	NON-CAPITAL SOFTWARE	16,825.00	0.00	0.00	16,825.00
11	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	489.00	0.00	0.00	489.00
11	E	---	550	------	---	EQUIPMENT ADDITION	0.00	0.00	11,629.15	11,629.15-
11	E	---	943	------	---	PUPIL DUES & FEES	0.00	0.00	13,490.00	13,490.00-
11	-	---	---	------	---	GENERAL GRANTS	3,217,749.00	188,647.81	1,567,489.72	1,650,259.28

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
21	R	---	279	------	---	OTH SCH ACTIVITY INC	3,000,000.00	194,690.99	3,337,382.09	-337,382.09
21	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	125,000.00	12,062.00	68,542.73	56,457.27
21	R	---	969	------	---	OTHER ADJUSTMENTS	0.00	0.00	130.00	-130.00
21	-	---	---	------	---	DONATIONS	3,125,000.00	206,752.99	3,406,054.82	-281,054.82

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
21	E	---	175	------	---	TEACHERS SALARIES	0.00	38.46	6,585.18	6,585.18-
21	E	---	212	------	---	RET-EMPLR CONTRIBTN	0.00	2.76	457.98	457.98-
21	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	0.00	0.52	93.77	93.77-
21	E	---	222	------	---	S S EMPLR CON	0.00	2.26	401.08	401.08-
21	E	---	310	------	---	PERSONAL SERVICES	7,800.00	11,169.14	55,704.12	47,904.12-
21	E	---	328	------	---	BUILDING RENTAL	200,000.00	0.00	0.00	200,000.00
21	E	---	341	------	---	PUPIL TRANSPORTATION	0.00	32,681.09	97,635.22	97,635.22-
21	E	---	342	------	---	EMPLOYEE TRAVEL	500.00	861.00	10,505.45	10,005.45-
21	E	---	345	------	---	PUPIL LODGING & MEALS	0.00	8,795.94	156,294.44	156,294.44-
21	E	---	353	------	---	POSTAGE	1,200.00	0.00	171.40	1,028.60
21	E	---	354	------	---	PRINTING & BINDING	5,000.00	75.13	3,000.07	1,999.93
21	E	---	360	------	---	INFORMATION TECHNOLOGY	500.00	0.00	0.00	500.00
21	E	---	374	------	---		0.00	0.00	216,062.79	216,062.79-
21	E	---	411	------	---	GENERAL SUPPLIES	2,252,353.00	76,832.31	1,972,484.04	279,868.96
21	E	---	415	------	---	FOOD	2,024.00	25,323.16	272,807.06	270,783.06-
21	E	---	420	------	---	APPAREL	0.00	12,121.87	162,555.47	162,555.47-
21	E	---	440	------	---	N-CAPITAL EQUIPMENT	225,623.00	9,500.88	37,785.97	187,837.03
21	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	0.00	1,208.40	1,208.40-
21	E	---	481	------	---	TECHNOLOGY SUPPLIES	0.00	0.00	153.72	153.72-
21	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	2,000.00	2,000.00-
21	E	---	483	------	---	NON-CAPITAL SOFTWARE	0.00	0.00	498.00	498.00-
21	E	---	550	------	---	EQUIPMENT ADDITION	40,000.00	0.00	0.00	40,000.00
21	E	---	940	------	---	DUES & FEES	383,500.00	42,042.42	185,429.80	198,070.20
21	E	---	941	------	---	DISTRICT DUES & FEES	6,500.00	34.01	3,729.01	2,770.99
21	E	---	943	------	---	PUPIL DUES & FEES	0.00	1,884.99	63,671.33	63,671.33-
21	-	---	---	------	---	DONATIONS	3,125,000.00	221,365.94	3,249,234.30	124,234.30-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	R	---	110	------	---	GENERAL	10,041,301.00	0.00	0.00	10,041,301.00
27	R	---	346	------	---	NON-OPEN ENROLL SP ED TUITIO	35,000.00	0.00	0.00	35,000.00
27	R	---	611	------	---	HANDICAPPED AID	7,308,758.00	926,032.00	4,630,160.00	2,678,598.00
27	R	---	625	------	---	HIGH COST SPECIAL EDUC AID	95,000.00	0.00	0.00	95,000.00
27	R	---	697	------	---	AID FOR SPECIAL ED TRANSITIO	20,000.00	0.00	0.00	20,000.00
27	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	2,184,786.00	44,387.27	-1,604,926.08	3,789,712.08
27	R	---	780	------	---	FED AID STATE AGENCY. NOT DP	550,000.00	107,951.26	420,085.68	129,914.32
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	1,078,370.53	3,445,319.60	16,789,525.40

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	E	---	164	------	---	OTHER PROF SALARIES	276,418.19	21,262.92	212,629.34	63,788.85
27	E	---	171	------	---	INSTR SUB TEACHERS	15,000.00	0.00	0.00	15,000.00
27	E	---	172	------	---	OTHER CERT SALARIES	1,470,733.87	112,953.55	909,203.24	561,530.63
27	E	---	173	------	---	SUB TEACHER SALARIES	100,000.00	16,515.61	204,708.63	104,708.63-
27	E	---	174	------	---	PROF HEALTH SALARIES	90,754.58	7,267.54	72,684.69	18,069.89
27	E	---	175	------	---	TEACHERS SALARIES	7,845,349.45	600,111.18	4,874,799.22	2,970,550.23
27	E	---	176	------	---	L-TERM SUB TCHRS	76,500.00	695.25	11,499.95	65,000.05
27	E	---	182	------	---	TEACHR AIDE SALARIES	2,502,924.74	251,546.26	1,813,703.77	689,220.97
27	E	---	185	------	---	OTHER MUNIC SALARIES	262,158.67	30,907.60	200,209.44	61,949.23
27	E	---	186	------	---	SECR-CLER SALARIES	90,687.26	8,403.32	67,997.40	22,689.86
27	E	---	212	------	---	RET-EMPLR CONTRIBTN	875,174.91	73,195.72	571,992.74	303,182.17
27	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	247,858.17	19,011.83	156,177.83	91,680.34
27	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	182,379.80	14,068.18	113,201.51	69,178.29
27	E	---	222	------	---	S S EMPLR CON	779,830.92	60,153.60	484,035.09	295,795.83
27	E	---	230	------	---	GROUP LIFE INS	46,904.49	1,967.55	13,980.71	32,923.78
27	E	---	243	------	---	DENTAL INSURANCE	193,174.65	15,861.50	108,430.81	84,743.84
27	E	---	248	------	---	HOSPITAL SURGICL INS	3,028,430.13	277,732.81	1,912,042.81	1,116,387.32
27	E	---	251	------	---	DISABILITY INSURANCE	77,301.16	3,045.82	21,297.65	56,003.51
27	E	---	310	------	---	PERSONAL SERVICES	226,584.00	11,985.04	150,199.31	76,384.69
27	E	---	321	------	---	TECH RELATED REPAIRS & MAINT	0.00	89.00	379.00	379.00-
27	E	---	324	------	---	MAINTENANCE SERVICES	87,705.00	0.00	1,055.04	86,649.96
27	E	---	325	------	---	VEHICLE AND EQUIPMENT RENTAL	0.00	40.00	40.00	40.00-
27	E	---	328	------	---	BUILDING RENTAL	140,787.00	3,236.40	19,420.70	121,366.30
27	E	---	341	------	---	PUPIL TRANSPORTATION	975,702.00	2,998.84	419,869.84	555,832.16
27	E	---	342	------	---	EMPLOYEE TRAVEL	0.00	2,437.62	11,337.37	11,337.37-
27	E	---	348	------	---	VEHICLE FUEL	82,952.00	0.00	33,708.10	49,243.90
27	E	---	353	------	---	POSTAGE	7,527.00	206.70	644.60	6,882.40
27	E	---	354	------	---	PRINTING & BINDING	157,902.00	1,330.23	8,529.36	149,372.64
27	E	---	355	------	---	TELEPHONE	14,374.00	23.48	472.65	13,901.35
27	E	---	360	------	---	INFORMATION TECHNOLOGY	3,533.00	0.00	403.72	3,129.28
27	E	---	362	------	---	SOFTWARE AS A SERVICE	88,290.00	585.00	38,959.44	49,330.56
27	E	---	371	------	---	INSTR PAYMENTS-PRIV VENDOR	0.00	-106,528.42	104,938.45	104,938.45-
27	E	---	373	------	---	INSTR PAYMENTS-PRIV SCHOOLS	0.00	126,837.77	249,713.73	249,713.73-
27	E	---	383	------	---	PAYMENT TO CCDEB	58,184.00	0.00	4,450.00	53,734.00
27	E	---	386	------	---	PAYMENT TO CESA-SERVICES	64,229.01	93,522.00	242,407.64	178,178.63-
27	E	---	387	------	---	PAYMENTS TO STATE	953.00	0.00	0.00	953.00
27	E	---	389	------	---	PAYMENT TO WTCS	117,316.04	75,964.50	165,265.00	47,948.96-
27	E	---	411	------	---	GENERAL SUPPLIES	7,478.00	1,290.33	17,893.46	10,415.46-
27	E	---	415	------	---	FOOD	0.00	32.79	3,089.18	3,089.18-
27	E	---	420	------	---	APPAREL	0.00	118.00	118.00	118.00-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	E	---	434	------	---	PERIODICALS	0.00	0.00	265.00	265.00-
27	E	---	440	------	---	N-CAPITAL EQUIPMENT	0.00	657.00	19,208.28	19,208.28-
27	E	---	470	------	---	TEXTBOOKS & WORKBOOKS	0.00	0.00	184.95	184.95-
27	E	---	471	------	---	TEXTBOOKS	0.00	0.00	35.00	35.00-
27	E	---	472	------	---	WORKBOOKS	0.00	0.00	451.50	451.50-
27	E	---	481	------	---	TECHNOLOGY SUPPLIES	0.00	0.00	1,093.30	1,093.30-
27	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	994.49	17,944.96	17,944.96-
27	E	---	490	------	---	OTHER NON-CAPITAL OBJECTS	4,396.00	4,727.33	12,075.88	7,679.88-
27	E	---	936	------	---	SP EDUC AID TRANSITED TO OTH	20,000.00	0.00	0.00	20,000.00
27	E	---	940	------	---	DUES & FEES	0.00	0.00	730.00	730.00-
27	E	---	941	------	---	DISTRICT DUES & FEES	0.00	0.00	1,513.43	1,513.43-
27	E	---	942	------	---	EMPLOYEE DUES & FEES	4,039.00	1,518.00	3,973.00	66.00
27	E	---	943	------	---	PUPIL DUES & FEES	2,568.00	0.00	0.00	2,568.00
27	E	---	949	------	---	OTHER DUES & FEES	8,744.96	794.50	5,411.50	3,333.46
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	1,737,560.84	13,284,376.22	6,950,468.78

Fd T Loc Obj Func Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
38 R --- 110 ------ --- ---	GENERAL	31,322.00	0.00	0.00	31,322.00
38 R --- 211 ------ --- ---	CURRENT PROPERTY TAX	1,082,291.00	0.00	1,113,613.00	-31,322.00
38 R --- 280 ------ --- ---	INT ON INVESTMENTS	0.00	1,245.47	5,040.97	-5,040.97
38 - --- --- ------ --- ---	NON-REFERENDUM DEBT SERVICE	1,113,613.00	1,245.47	1,118,653.97	-5,040.97

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
38	E	---	683	------	---	INT L-TERM LOANS	1,156,035.00	0.00	23,017.50	1,133,017.50
38	-	---	---	------	---	NON-REFERENDUM DEBT SERVICE	1,156,035.00	0.00	23,017.50	1,133,017.50

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
39	R	---	211	------	---	CURRENT PROPERTY TAX	18,924,508.00	0.00	18,924,508.00	0.00
39	R	---	280	------	---	INT ON INVESTMENTS	0.00	37,733.64	183,764.94	-183,764.94
39	-	---	---	------	---	DEBT SERVICE-REFERENDUM APPR	18,924,508.00	37,733.64	19,108,272.94	-183,764.94

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
39	E	---	675	------	---	PRINC L-TERM BONDS	15,027,353.00	0.00	0.00	15,027,353.00
39	E	---	685	------	---	INT L-TERM BONDS	3,970,780.00	0.00	1,664,906.25	2,305,873.75
39	-	---	---	------	---	DEBT SERVICE-REFERENDUM APPR	18,998,133.00	0.00	1,664,906.25	17,333,226.75

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
46	R	---	110	------	---	GENERAL	0.00	0.00	2,254,186.00	-2,254,186.00
46	R	---	280	------	---	INT ON INVESTMENTS	10,000.00	13,475.47	96,859.61	-86,859.61
46	-	---	---	------	---	LONG TERM CAPITAL IMPR TRUST	10,000.00	13,475.47	2,351,045.61	-2,341,045.61

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
49	R	---	280	------	---	INT ON INVESTMENTS	1,500,000.00	21,565.31	863,144.34	636,855.66
49	-	---	---	------	---	OTHER CAPITAL PROJECTS FUND	1,500,000.00	21,565.31	863,144.34	636,855.66

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
49	E	---	327	------	---	CONSTRUCTION SERVICE	29,852,705.00	441,643.95	11,963,954.05	17,888,750.95
49	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	0.00	606,936.99	606,936.99-
49	E	---	712	------	---	DIST PROPERTY INS	0.00	0.00	35,500.00	35,500.00-
49	E	---	941	------	---	DISTRICT DUES & FEES	20,364.00	42.88	7,456.88	12,907.12
49	E	---	964	------	---	REALIZED LOSSES ON INVESTMEN	0.00	0.00	24,211.45	24,211.45-
49	E	---	998	------	---	UNREALIZED LOSSES ON INVESTM	0.00	144,278.17	151,567.08	151,567.08-
49	-	---	---	------	---	OTHER CAPITAL PROJECTS FUND	29,873,069.00	585,965.00	12,789,626.45	17,083,442.55

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
50	R	---	251	------	---	PUPILS	1,250,000.00	279,208.25	690,147.57	559,852.43
50	R	---	252	------	---	ADULTS	35,000.00	6,244.65	15,844.55	19,155.45
50	R	---	259	------	---	OTH FOOD SERV SALES	105,000.00	71,999.55	321,344.70	-216,344.70
50	R	---	280	------	---	INT ON INVESTMENTS	15,000.00	0.00	1.40	14,998.60
50	R	---	617	------	---	FOOD SERVICE AID	65,000.00	0.00	0.00	65,000.00
50	R	---	714	------	---	USDA COMMODITIES	455,000.00	0.00	0.00	455,000.00
50	R	---	717	------	---	FEDERAL FOOD SERVICE AID	3,150,000.00	324,070.22	2,095,154.46	1,054,845.54
50	R	---	730	------	---	SPECIAL PROJ GRANT THROUGH D	30,000.00	2,437.17	49,490.70	-19,490.70
50	R	---	861	------	---	EQUIPMENT SALES	6,000.00	0.00	0.00	6,000.00
50	-	---	---	------	---	FOOD SERVICE FUND	5,111,000.00	683,959.84	3,171,983.38	1,939,016.62

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
50	E	---	181	------	---	CUSTODIAL SALARIES	65,179.00	5,316.58	48,438.84	16,740.16
50	E	---	183	------	---	COOKS SALARIES	1,403,697.50	119,115.09	924,184.19	479,513.31
50	E	---	185	------	---	OTHER MUNIC SALARIES	67,545.17	5,195.78	49,397.77	18,147.40
50	E	---	186	------	---	SECR-CLER SALARIES	75,191.49	5,767.01	54,858.95	20,332.54
50	E	---	191	------	---	FOOD SERVICE SUPVSR	96,177.20	7,398.24	73,982.48	22,194.72
50	E	---	212	------	---	RET-EMPLR CONTRIBTN	100,687.42	9,311.88	74,545.39	26,142.03
50	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	7,213.28	554.86	5,548.61	1,664.67
50	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	22,522.96	1,913.59	15,667.86	6,855.10
50	E	---	222	------	---	S S EMPLR CON	96,304.99	8,182.52	66,993.90	29,311.09
50	E	---	230	------	---	GROUP LIFE INS	8,597.08	361.42	2,646.86	5,950.22
50	E	---	243	------	---	DENTAL INSURANCE	29,489.88	2,293.66	16,055.75	13,434.13
50	E	---	248	------	---	HOSPITAL SURGICL INS	419,920.09	39,650.83	277,214.62	142,705.47
50	E	---	251	------	---	DISABILITY INSURANCE	5,207.30	369.41	2,705.04	2,502.26
50	E	---	310	------	---	PERSONAL SERVICES	19,791.00	0.00	0.00	19,791.00
50	E	---	324	------	---	MAINTENANCE SERVICES	33,956.00	1,583.94	23,473.08	10,482.92
50	E	---	342	------	---	EMPLOYEE TRAVEL	1,989.00	0.00	1,047.68	941.32
50	E	---	348	------	---	VEHICLE FUEL	582.00	0.00	0.00	582.00
50	E	---	353	------	---	POSTAGE	0.00	4.48	1,597.67	1,597.67-
50	E	---	354	------	---	PRINTING & BINDING	6,015.00	369.36	3,032.76	2,982.24
50	E	---	360	------	---	INFORMATION TECHNOLOGY	0.00	0.00	23,008.44	23,008.44-
50	E	---	387	------	---	PAYMENTS TO STATE	2,667.00	35.07	1,466.97	1,200.03
50	E	---	411	------	---	GENERAL SUPPLIES	113,831.00	23,026.08	127,542.83	13,711.83-
50	E	---	415	------	---	FOOD	2,704,906.00	300,678.89	1,505,110.18	1,199,795.82
50	E	---	417	------	---	PAPER	0.00	31.50	157.50	157.50-
50	E	---	420	------	---	APPAREL	2,155.00	0.00	527.92	1,627.08
50	E	---	440	------	---	N-CAPITAL EQUIPMENT	65,241.00	2,582.95	25,955.65	39,285.35
50	E	---	480	------	---	NON-INSTRUCTIONAL COMPUTER S	18,867.00	0.00	0.00	18,867.00
50	E	---	482	------	---	NON-CAPITAL HARDWARE	0.00	2,311.48	2,311.48	2,311.48-
50	E	---	551	------	---	EQUIP PURCHASE ADDN	0.00	0.00	22,213.00	22,213.00-
50	E	---	561	------	---	EQUIPMENT REPLACE	0.00	0.00	74,204.00	74,204.00-
50	E	---	941	------	---	DISTRICT DUES & FEES	6,500.00	62.00	383.00	6,117.00
50	-	---	---	------	---	FOOD SERVICE FUND	5,374,233.36	536,116.62	3,424,272.42	1,949,960.94

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
72	R	---	280	------	---	INT ON INVESTMENTS	0.00	4,299.50	1,402.03	-1,402.03
72	R	---	291	------	---	GIFTS, FUNDRAISING, CONTRIBU	0.00	0.00	12,343.45	-12,343.45
72	-	---	---	------	---	EXP/NONEXP TRUST FUNDS	0.00	4,299.50	13,745.48	-13,745.48

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
72	E	---	991	------	---	TRUST FUND EXPENDITURES	0.00	0.00	30,502.00	30,502.00-
72	-	---	---	------	---	EXP/NONEXP TRUST FUNDS	0.00	0.00	30,502.00	30,502.00-

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
80	R	---	211	------	---	CURRENT PROPERTY TAX	1,575,653.00	0.00	1,092,000.00	483,653.00
80	R	---	272	------	---	COMMUNITY SERVICE FEES	0.00	29,508.00	31,414.00	-31,414.00
80	-	---	---	------	---	COMMUNITY SERVICES	1,575,653.00	29,508.00	1,123,414.00	452,239.00

Number of Accounts: 492

********** End of report **********

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
80	E	---	171	------	---	INSTR SUB TEACHERS	13,968.00	496.04	3,673.76	10,294.24
80	E	---	175	------	---	TEACHERS SALARIES	33,693.46	2,637.20	21,097.60	12,595.86
80	E	---	178	------	---	COACHING SALARIES	166,980.00	0.00	128,786.62	38,193.38
80	E	---	181	------	---	CUSTODIAL SALARIES	30,500.00	0.00	0.00	30,500.00
80	E	---	182	------	---	TEACHR AIDE SALARIES	0.00	3,132.33	54,694.32	54,694.32-
80	E	---	185	------	---	OTHER MUNIC SALARIES	193,763.43	24,687.33	188,102.12	5,661.31
80	E	---	186	------	---	SECR-CLER SALARIES	11,957.11	1,217.44	8,429.03	3,528.08
80	E	---	195	------	---	MISC PAYROLLS	0.00	20.25	1,128.75	1,128.75-
80	E	---	212	------	---	RET-EMPLR CONTRIBTN	34,086.04	2,202.91	25,212.87	8,873.17
80	E	---	218	------	---	CONTR TO EMPLOYEE BENEFIT TR	857.09	65.92	527.36	329.73
80	E	---	221	------	---	MEDICARE-EMPLOYER CONTRIBUTI	7,799.38	453.74	5,711.53	2,087.85
80	E	---	222	------	---	S S EMPLR CON	35,880.98	1,940.08	24,422.87	11,458.11
80	E	---	230	------	---	GROUP LIFE INS	1,909.95	63.60	479.37	1,430.58
80	E	---	243	------	---	DENTAL INSURANCE	1,586.74	108.21	1,098.90	487.84
80	E	---	248	------	---	HOSPITAL SURGICL INS	18,818.98	1,242.63	16,393.86	2,425.12
80	E	---	251	------	---	DISABILITY INSURANCE	412.84	49.60	394.43	18.41
80	E	---	310	------	---	PERSONAL SERVICES	193,022.00	3,260.00	51,788.99	141,233.01
80	E	---	341	------	---	PUPIL TRANSPORTATION	0.00	-1,031.89	9,072.92	9,072.92-
80	E	---	342	------	---	EMPLOYEE TRAVEL	1,561.00	0.00	1,304.29	256.71
80	E	---	343	------	---	CONTRCT SERV TRAVEL	0.00	6,150.78	23,073.95	23,073.95-
80	E	---	353	------	---	POSTAGE	0.00	0.00	4.10	4.10-
80	E	---	354	------	---	PRINTING & BINDING	99.00	732.21	2,870.01	2,771.01-
80	E	---	355	------	---	TELEPHONE	0.00	369.80	2,552.41	2,552.41-
80	E	---	360	------	---	INFORMATION TECHNOLOGY	561.00	0.00	1,618.00	1,057.00-
80	E	---	381	------	---	PAYMENT TO MUNICIPALITY	270,000.00	2,000.00	26,145.38	243,854.62
80	E	---	410	------	---	SUPPLIES & MATERIALS	0.00	0.00	139.72	139.72-
80	E	---	411	------	---	GENERAL SUPPLIES	57,293.00	-1,046.41	2,050.81	55,242.19
80	E	---	415	------	---	FOOD	113.00	113.27	792.08	679.08-
80	E	---	420	------	---	APPAREL	2,244.00	4,202.46	6,092.46	3,848.46-
80	E	---	440	------	---	N-CAPITAL EQUIPMENT	9,106.00	-3,082.80	12,666.22	3,560.22-
80	E	---	482	------	---	NON-CAPITAL HARDWARE	337.00	0.00	0.00	337.00
80	E	---	551	------	---	EQUIP PURCHASE ADDN	1,000.00	0.00	21,369.00	20,369.00-
80	E	---	940	------	---	DUES & FEES	0.00	0.00	3,034.93	3,034.93-
80	E	---	941	------	---	DISTRICT DUES & FEES	4,450.00	0.00	368.00	4,082.00
80	E	---	943	------	---	PUPIL DUES & FEES	0.00	100.00	3,249.84	3,249.84-
80	-	---	---	------	---	COMMUNITY SERVICES	1,092,000.00	50,084.70	648,346.50	443,653.50

Number of Accounts: 10580

********** End of report **********

BALANCE SHEET SUMMARY

March 31, 2026

ASSETS	
General Fund	$11,981,538.06
Special Education	($9,064,772.60)
HRA Account	$6,752.53
Petty Cash Fund	$249.00
Investments	
General Fund	$22,816,626.23
Interest Receivable	$543.63
Taxes Receivable	$14,534,337.15
Accounts Receivable	($28,829.12)
TOTAL ASSETS	$40,246,444.88
LIABILITIES	
Salaries and Benefits Payable	($543,983.17)
Accounts Payable	$266,893.78
TOTAL LIABILITIES	($277,089.39)
EQUITY - FUND BALANCE	
General Fund Balance	$46,141,540.94
Special Education	($9,839,056.35)
TOTAL FUND BALANCE	$36,302,484.59
Restricted for Insurance Claims	4,221,049.68
TOTAL EQUITY - FUND BALANCE	$40,523,534.27
TOTAL EQUITY AND LIABILITIES	$40,246,444.88

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	R	---	2--	------	---	REVENUE FROM LOCAL SOURCES	23,970,150.00	62,007.57	24,232,382.50	-262,232.50
10	R	---	3--	------	---	INTER DISTRICT PAYMENTS	2,418,714.00	0.00	600.00	2,418,114.00
10	R	---	5--	------	---	REVENUE FROM INTER. SOURCES	35,000.00	2,000.00	24,000.00	11,000.00
10	R	---	6--	------	---	REVENUE FROM STATE	86,269,238.00	25,020,816.29	57,110,035.02	29,159,202.98
10	R	---	7--	------	---	REVENUE FROM FEDERAL	900,000.00	0.00	0.00	900,000.00
10	R	---	8--	------	---	OTHER FINANCING	40,000.00	22,145.84	22,324.09	17,675.91
10	R	---	9--	------	---	OTHER REVENUE	465,000.00	615,661.73	836,652.27	-371,652.27
10	-	---	---	------	---	GENERAL FUND	114,098,102.00	25,722,631.43	82,225,993.88	31,872,108.12

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
10	E	---	1--	------	---	SALARIES	54,623,202.48	4,029,911.92	34,893,901.10	19,729,301.38
10	E	---	2--	------	---	EMPLOYEE BENEFITS	23,455,220.16	1,768,296.19	13,855,240.92	9,599,979.24
10	E	---	3--	------	---	PURCHASED SERVICES	20,795,478.52	1,211,257.93	9,207,903.98	11,587,574.54
10	E	---	4--	------	---	NON-CAPITAL OBJECTS	3,760,779.00	245,708.35	2,076,693.80	1,684,085.20
10	E	---	5--	------	---	CAPITAL OBJECTS	72,578.00	7,469.00	29,694.60	42,883.40
10	E	---	6--	------	---	DEBT RETIREMENT	213,531.00	6,264.24	56,076.54	157,454.46
10	E	---	7--	------	---	INSURANCE & JUDGEMENTS	1,071,473.40	61,467.44	1,133,727.20	62,253.80-
10	E	---	8--	------	---	OPERATING TRANSFERS - OUT	10,072,623.00	0.00	0.00	10,072,623.00
10	E	---	9--	------	---	OTHER OBJECTS	147,345.00	11,645.40	112,368.07	34,976.93
10	-	---	---	------	---	GENERAL FUND	114,212,230.56	7,342,020.47	61,365,606.21	52,846,624.35

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	R	---	6--	------	---	REVENUE FROM STATE	58,640.00	-330,115.29	130,625.00	-71,985.00
11	R	---	7--	------	---	REVENUE FROM FEDERAL	3,421,193.00	370,934.28	2,948,150.88	473,042.12
11	-	---	---	------	---	GENERAL GRANTS	3,479,833.00	40,818.99	3,078,775.88	401,057.12

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
11	E	---	1--	------	---	SALARIES	1,228,184.39	111,353.95	886,065.87	342,118.52
11	E	---	2--	------	---	EMPLOYEE BENEFITS	531,523.13	42,226.52	313,913.71	217,609.42
11	E	---	3--	------	---	PURCHASED SERVICES	938,987.48	28,869.51	283,773.92	655,213.56
11	E	---	4--	------	---	NON-CAPITAL OBJECTS	519,054.00	6,197.83	58,617.07	460,436.93
11	E	---	5--	------	---	CAPITAL OBJECTS	0.00	0.00	11,629.15	11,629.15-
11	E	---	9--	------	---	OTHER OBJECTS	0.00	0.00	13,490.00	13,490.00-
11	-	---	---	------	---	GENERAL GRANTS	3,217,749.00	188,647.81	1,567,489.72	1,650,259.28

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	R	---	1--	------	---		10,041,301.00	0.00	0.00	10,041,301.00
27	R	---	3--	------	---	INTER DISTRICT PAYMENTS	35,000.00	0.00	0.00	35,000.00
27	R	---	6--	------	---	REVENUE FROM STATE	7,423,758.00	926,032.00	4,630,160.00	2,793,598.00
27	R	---	7--	------	---	REVENUE FROM FEDERAL	2,734,786.00	152,338.53	-1,184,840.40	3,919,626.40
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	1,078,370.53	3,445,319.60	16,789,525.40

Number of Accounts: 80

********** End of report **********

Fd	T	Loc	Obj	Func	Prj	OBJECT	2025-26 Revised Budget	March 2025-26 Monthly Activity	2025-26 FYTD Activity	Unexpended Balance
27	E	---	1--	------	---	SALARIES	12,730,526.76	1,049,663.23	8,367,435.68	4,363,091.08
27	E	---	2--	------	---	EMPLOYEE BENEFITS	5,431,054.23	465,037.01	3,381,159.15	2,049,895.08
27	E	---	3--	------	---	PURCHASED SERVICES	2,026,038.05	212,728.16	1,451,793.95	574,244.10
27	E	---	4--	------	---	NON-CAPITAL OBJECTS	11,874.00	7,819.94	72,359.51	60,485.51-
27	E	---	9--	------	---	OTHER OBJECTS	35,351.96	2,312.50	11,627.93	23,724.03
27	-	---	---	------	---	SPECIAL EDUCATION	20,234,845.00	1,737,560.84	13,284,376.22	6,950,468.78

Number of Accounts: 9219

********** End of report **********

INTEROFFICE MEMORANDUM

TO: NOEL TORDSEN

FROM: JANET TEWS

SUBJECT: PAYMENTS TO SCHOOL BOARD MEMBERS

DATE: APRIL 6, 2026

CC: CASSIE PECK

Payment to board members will be April 24, 2026 as follows:

The number of days, November 1, 2025 to April 26, 2026, for current board members:

James Bouche'
Sarah Brock
Charles Burger
Jon Creisher
Nicholas Crochiere
Patrick McKee
Jennifer Paoli
Cory Sillars
Lance Trollop

177 days @ $9.04 per day for a total per board member of $1,600.08

CERTIFICATE OF THE BOARD OF CANVASSERS

We, the undersigned members of the Board of Canvassers of the WAUSAU SCHOOL DISTRICT, do hereby certify that the foregoing and within tabular statement is correct and true as compiled from the original returns made to the School Board Clerk of said district and as compared therewith by us, and that, from said returns at the SPRING GENERAL election held in the several towns, village, and city election districts of said school district, on Tuesday, April 7, 2026, the number of votes given in said district for the election of candidates for school board office was as follows:

	Kathryn Ruland	Charles Burger	John Huntington	Cory Sillars	Yauo Y. Yang	Lance Trollp
City of Wausau: District/Wards						
D1: 1	218	165	164	185	309	270
D1: 2	286	228	238	261	428	418
D2: 3	73	84	69	74	110	97
D2: 5	111	92	91	93	147	131
D3: 6	108	104	84	92	143	134
D3: 8	76	67	62	73	137	82
D4: 7	160	146	134	133	238	188
D4: 12	189	146	172	166	320	279
D5: 13	113	100	116	100	194	153
D5: 14	126	117	136	130	181	177
D6: 15	266	278	287	263	420	401
D6: 16	225	225	252	251	393	332
D7: 17	166	175	167	214	260	235
D7: 18	140	151	168	197	273	215
D8: 19	98	117	101	131	184	146
D8: 20	116	125	104	122	197	147
D9: 10	151	136	143	149	233	194
D9: 11	163	203	172	189	283	257
D9: 24	1	0	1	0	1	1
D9: 25	0	2	0	2	2	2
D10: 21	94	104	83	92	160	128
D10: 22	123	128	138	156	223	195
D11: 4	150	155	141	140	259	197
D11: 9	199	218	191	217	313	301
TOTAL:	3352	3266	3214	3430	5408	4680

Town of Berlin	67	118	105	140	118	132
Town of Hewitt	58	88	79	96	91	70
Village of Maine	348	481	403	576	538	604
Village of Rib Mountain	838	1117	872	1116	1278	1390
Town of Stettin	205	319	272	342	339	361
Town of Texas	160	214	234	267	249	254
Town of Wausau	138	189	186	236	210	218
TOTAL:	1814	2526	2151	2773	2823	3029
GRAND TOTAL:	**5166**	**5792**	**5365**	**6203**	**8231**	**7709**

BOARD OF CANVASSERS: Cassie Pyeka Deputy Clerk

Witness: Date 4/13/2026

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 3/20/26

Donor's Name: NTC- Dental Hygienist Club

Donor's Address: 1000 W Campus Drive
Wausau, WI 54401

Donor's Phone: 715-675-3331

Amount of Donation: $200

School/Building Receiving Donation: Thomas Jefferson

Department/Program Receiving Donation: School / Pupil services

Designation/Purpose of Donation: School Supplies and cleaning supplies

The Wausau School District and Pupil Services (Department/Program)

of Thomas Jefferson (School/Building) gratefully acknowledge your gift of school supplies (Donation)

to be used by the Department/Program named aboved for students needs (Purpose)

Building Principal Signature: [signature] Date: 3/23/26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Dunkin' Donuts + Baskin Robbins

Donor's Address: 110 W. Bridge St
Wausau, WI 54403

Donor's Phone: (715)660-0015

Amount of Donation: raffle basket

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS
School/Building
gratefully acknowledge your gift of raffle basket
Donation

to be used by the Department/Program named aboved for musical basket raffle
Purpose

Building Principal Signature: [signature] Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: El Mezcal

Donor's Address: 227100 Rib Mountain Dr.
Wausau, WI 54401

Donor's Phone: (715) 845-9100

Amount of Donation: 4 - $10 gift cards

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical gift card

The Wausau School District and the Drama
Department/Program

of HMMS gratefully acknowledge your gift of $40 gift cards
School/Building Donation

to be used by the Department/Program named aboved for musical basket raffle
Purpose

Building Principal Signature: Rob Phelps Date: 2-18-26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Festival Foods

Donor's Address: 110 S. 17th Ave

Wausau, WI 54401

Donor's Phone: (715) 849-8744

Amount of Donation: $100 gift card

School/Building Receiving Donation: Horace Mann

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS
School/Building
gratefully acknowledge your gift of $100 gift card
Donation

to be used by the Department/Program named aboved for the musical basket raffle
Purpose

Building Principal Signature: [signature] Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Melanie Kennedy

Donor's Address: Horace Mann
3101 N. 13th St.

Donor's Phone: (715) 261-0725

Amount of Donation: 2 plushies

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and Drama
Department/Program

of HMMS gratefully acknowledge your gift of plushies
School/Building Donation

to be used by the Department/Program named aboved for musica basket raffle
Purpose

Building Principal Signature: Patrick Phelps Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Menards

Donor's Address: 2801 Stewart Ave
Wausau, WI 54401

Donor's Phone: (715) 842-0404

Amount of Donation: gloves + notebooks

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS
School/Building
gratefully acknowledge your gift of gloves + notebooks
Donation

to be used by the Department/Program named aboved for musical basket raffle
Purpose

Building Principal Signature: [signature] Date: 2-18-26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Mint Cafe

Donor's Address: 422 N. 3rd St
Wausau, WI 54403

Donor's Phone: (715)845-5879

Amount of Donation: raffle basket w/ items + $25 gift card

School/Building Receiving Donation: Mann

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS gratefully acknowledge your gift of gift basket
School/Building Donation

to be used by the Department/Program named aboved for the musical basket raffle
Purpose

Building Principal Signature: [signature] Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Riolo family

Donor's Address: 1681684 Mile Rd
Wausau, WI 54401

Donor's Phone: (715) 297-8161

Amount of Donation: $50 restaurant gift card

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS gratefully acknowledge your gift of $50 gift card
School/Building Donation

to be used by the Department/Program named aboved for musical basket raffle
Purpose

Building Principal Signature: [signature] Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Sam's Pizza

Donor's Address: 111 Elm St # 4669
Wausau, WI 54401

Donor's Phone: (715) 842-3165

Amount of Donation: $25 gift card

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS gratefully acknowledge your gift of $25 gift card
School/Building Donation

to be used by the Department/Program named aboved for musical basket raffle
Purpose

Building Principal Signature: Paul Phelps Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 2/17/2026

Donor's Name: Sconni's

Donor's Address: 1239 Schofield Ave
Schofield, WI 54476

Donor's Phone: (715) 241-7665

Amount of Donation: 4 - $25 gift cards

School/Building Receiving Donation: HMMS

Department/Program Receiving Donation: Drama

Designation/Purpose of Donation: musical basket raffle

The Wausau School District and the Drama
Department/Program

of HMMS
School/Building
gratefully acknowledge your gift of $100 gift cards
Donation

to be used by the Department/Program named aboved for musical basket raffle
Purpose

Building Principal Signature: [signature] Date: 2-18-26

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☑ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 3/3/2026

Donor's Name: Knights of Columbus Council 1069

Donor's Address: 1104 S 9th Ave
Wausau, WI 54401

Donor's Phone: (715) 848-8100

Amount of Donation: 500.00

School/Building Receiving Donation: Rib Mountain Elementary

Department/Program Receiving Donation: Hali Koebe (SPED)

Designation/Purpose of Donation: Special Education Department

---

The Wausau School District and Special Education Dept (Department/Program)

of Rib Mountain Elementary (School/Building) gratefully acknowledge your gift of ~~$300.00~~ 500.00 (Donation)

to be used by the Department/Program named aboved for Special Education (Purpose)

Building Principal Signature: Rachel Jean Date: 3-3-26

ROUTING:
- Original to Donor
- Email copy to Department/Program
- Email copy to Building Administrative Assistant/Building Bookkeeper
- Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 02/24/2026

Donor's Name: Forest Park Neighborhood - Cheryl Jones

Donor's Address: 3222 N 7th St
Wausau WI 54403

Donor's Phone: (715) 571-5791

Amount of Donation: Donation of food items for Zoro's Locker and personal hygiene items for the Lumberjack Closet (around $250 in total)

School/Building Receiving Donation: Wausau East High

Department/Program Receiving Donation: Zoro's Locker & Lumberjack Closet

Designation/Purpose of Donation: Students in need

The Wausau School District and Zoro's Locker & Lumberjack Closet (Department/Program)

of Wausau East High (School/Building) gratefully acknowledge your gift of Donation of food items for Zoro's Locker and personal hygiene items for the Lumber (Donation)

to be used by the Department/Program named aboved for Zoro's Locker & Lumberjack Closet (Purpose)

Building Principal Signature: Lucas Barth Digitally signed by Lucas Barth Date: 2026.03.03 12:52:01 -06'00' Date:

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 03/24/2026

Donor's Name: Forest Park Neighborhood - Cheryl Jones

Donor's Address: 3222 N 7th St
Wausau WI 54403

Donor's Phone: (715) 571-5791

Amount of Donation: Donation of food items for Zoro's Locker and personal hygiene items for the Lumberjack Closet (around $300 in total)

School/Building Receiving Donation: Wausau East High

Department/Program Receiving Donation: Zoro's Locker & Lumberjack Closet

Designation/Purpose of Donation: Students in need

The Wausau School District and Zoro's Locker & Lumberjack Closet (Department/Program)

of Wausau East High (School/Building) gratefully acknowledge your gift of Donation of food items for Zoro's Locker and personal hygiene items for the Lumber (Donation)

to be used by the Department/Program named aboved for Zoro's Locker & Lumberjack Closet (Purpose)

Building Principal Signature: Lucas Barth Digitally signed by Lucas Barth Date: 2026.03.25 14:27:02 -05'00' Date:

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☐ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 3-23-26

Donor's Name: Wausau East Gridiron Club Inc - Amy DeMoss

Donor's Address: 923 Parcher Street
Wausau WI 54403

Donor's Phone: _____

Amount of Donation: $3417.95

School/Building Receiving Donation: Wausau East High School

Department/Program Receiving Donation: Football

Designation/Purpose of Donation: 8 - new helmets

The Wausau School District and _____
Department/Program

of _____ gratefully acknowledge your gift of _____
School/Building Donation

to be used by the Department/Program named aboved for _____
Purpose

Building Principal Signature: Lucas Barth Digitally signed by Lucas Barth Date: 2026.03.25 14:26:34 -05'00' Date: _____

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 3/25/206

Donor's Name: Drach Elder Law Center, LLC

Donor's Address: 505 S. 24th Ave Suite 100

Wausau, WI 54401

Donor's Phone: 715-842-0606

Amount of Donation: $100.00

School/Building Receiving Donation: Wausau West High School

Department/Program Receiving Donation: Mock Trial Club Activity

Designation/Purpose of Donation: To help with State Competition expenses

The Wausau School District and The Mock Trial Activity Club
Department/Program

of Wausau West HS gratefully acknowledge your gift of $100.00
School/Building Donation

to be used by the Department/Program named aboved for state competition expenses
Purpose

Building Principal Signature: [signature] Date: 3/25/2026

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

District Donation Form
Gifts, Grants, and Bequests

☐ This is a grant.
☒ This is a donation.
☐ I wish to remain anonymous.

Today's Date: 03/17/2026

Donor's Name: Carrie Emon

Donor's Address: dba Potions & Lotions
226820 Rib Mountain Dr Studio #2
Wausau, WI 54401

Donor's Phone:

Amount of Donation: Deodorants; shampoos; soap bars; body wash; hand soaps; hair products; lotions

School/Building Receiving Donation: Wausau West High School

Department/Program Receiving Donation: The Warrior Boutique

Designation/Purpose of Donation: To support the needs of students.

The Wausau School District and The Warrior Boutique
Department/Program

of Wausau West HS gratefully acknowledge your gift of ample supply of hygiene products
School/Building Donation

to be used by the Department/Program named aboved for support and needs of students
Purpose

Building Principal Signature: Date: 3/17/2026

ROUTING:
Original to Donor
Email copy to Department/Program
Email copy to Building Administrative Assistant/Building Bookkeeper
Email copy to Superintendent's Administrative Assistant at Longfellow

MEMO

TO: WSD Board of Education
FROM: Elizabeth Channel, Interim Assistant Superintendent of Operations
DATE: March 23, 2026
RE: Referendum Budget Summary Update

As we continue through the collection of projects as a part of the 2022 Capital Referendum, the majority of projects have been bid and completed, with only a few remaining projects yet to be finalized. We remain diligent in closely monitoring all project budgets to ensure we delivered the full original scope while also addressing select additional needs aligned with the referendum's intent. While final numbers may adjust slightly as remaining bids are received, the overall financial status of the referendum remains stable and responsibly managed.

The following referendum budget summary is provided by location and includes the current financial status of each completed capital project, as well as the others that are nearing completion with the best dollar amounts available.

Referendum Budget Update

2022 Capital Referendum Budgets (3.19.26)			Completed (bold)	
Location	**Original Budget**	**Design Budget**	**Bid Budget**	**Spending Status**
District Wide	8,614,000	3,000,000	2,415,301	In Progress
East High School	5,998,000	6,404,454	4,955,649	In Progress
East Athletics Phase 1	3,714,000	4,346,200	**3,758,448**	**COMPLETED**
Franklin Elementary	761,000	5,300,900	5,809,249	In Progress
GD Jones Elementary	198,000	248,000	**162,181**	**COMPLETED**
Grant Elementary	2,068,000	64,725	**64,725**	**COMPLETED**
Hawthorn Hills Elementary (bldg)	690,000	700,000	**516,296**	**COMPLETED**
Hawthorn Hills Elementary (site)	1,926,000	129,935	**129,935**	**COMPLETED**
Hewitt-Texas Elementary	133,000	2,006	**2,006**	**COMPLETED**
Horace Mann/Montessori	12,119,000	12,900,000	11,528,184	In Progress
John Marshall Elementary	565,000	6,832,600	6,617,790	In Progress
John Muir Middle School	34,794,000	34,307,800	37,118,609	In Progress
Lincoln Elementary	214,000	268,000	263,270	In Progress
Maine Elementary	141,000	176,000	**226,204**	**COMPLETED**
Rib Mountain Elementary	158,000	198,000	211,748	In Progress
Riverview Elementary	1,465,000	1,665,000	**1,912,738**	**COMPLETED**
School Forest	4,243,000	5,043,000	**5,541,701**	**COMPLETED/Updated**
South Mountain Elementary	4,873,000	4,873,000	**4,844,044**	**COMPLETED**
Stettin Elementary School	3,462,000	3,767,286	**3,308,509**	**COMPLETED/Updated**
Thomas Jefferson Elementary	902,000	1,082,000	**1,101,376**	**COMPLETED**
West High School	28,395,000	29,895,000	31,303,948	In Progress
West Community Room/Bleacher Storage		1,169,193	**1,169,193**	**COMPLETED**
West Athletics Phase 1	2,733,627	1,563,300	**1,858,965**	**COMPLETED**
West Athletics Phase 2	1,633,373	2,200,000	**2,008,422**	**COMPLETED**
Total	119,800,000	126,136,399	126,828,491	
Projected Interest Earnings	***9,000,000***			
Over/(under) Including Interest Earnings			**(1,971,509)**	

MEMO

TO: WSD Board of Education
FROM: Elizabeth Channel, Assistant Superintendent of Operations
DATE: April 13, 2026
RE: Property Sales

Through the conscientious efforts of our Elementary Task Force, with support and action from our WSD Board of Education, we successfully consolidated our elementary schools to decrease the number of buildings we are maintaining. This has resulted in one-time revenue for the sale of the following properties.

PROPERTY	SALE PRICE	FEES	REVENUE
Hawthorn Hills	$1,500,000	$18,591	$1,481,409
Hewitt-Texas	$800,000	$27,223	$772,777
Grant	$555,000	$30,853	$524,147
			$2,778,333

Motion: To recommend to the full Board of Education the approval of transferring $2.778,333 from Fund 10 to Fund 46 for Capital Improvements.

Wausau School District 3-Year Capital Plan

Fiscal Years 2026, 2027 and 2028

3-Year Capital Projects

- The 3-year plan is an ongoing document developed from various input sources
  - School Representatives
  - Maintenance Personnel
  - Preventative Maintenance Reports
  - Third Party Studies
    - CESA 10
    - Vendors
- Current Capital Budget: $1,008,400

Franklin Elementary School

1509 North 5th Street
Wausau, Wisconsin 54403

Original Construction	**1966**
Addition	**1991**
Addition	**1996**

57,398 square feet
4.16 acres

Projects Completed

Security system installed	1993
Re-roof one section	1993
Re-roof one section	1994
Asbestos Tile Replacement	1994
Asbestos Tile Replacement	1995
Asbestos Tile Replacement	1996
Playground renovation PTO, civic, district	1996
Parking Lot paved	1998
Entry doors replaced	1998
ADA signs installed	1998
Replace cabinets	2000
Replace cabinets	2001
Renovate main office and health area	2001
Electrical Upgrades	2003
Replace Generator	2004
Elevator Installed	2004
Roof Replacement	2005
Phone Replacement	2005
Site Renovations	2007
Asbestos Tile Replacement 2nd Floor	2011
Front Entry Remodel for Safety	2012
New windows (RLE)	2015
Re roof one section B (RLE)	2016
Concrete replacement	2018
Misc Carpet replacement	2018
Re-roof (3) sections (RLE)	2019
Exterior door replacement	2019
Misc Carpet replacement	2020
Misc Carpet replacement	2021
Playground pavement replacement	2021
Exterior door replacements	2021
Exterior door replacements	2022
Misc Carpet replacement	2022
Fire Alarm System	2023
Gym Floor Refinish	2023
Playground Wood Chip Replacement	2025
HVAC, Air Conditioning (2022 Ref)	2025/2026
Roof Replacement	2025/2026
Lighting Retro (2022 Ref)	2025/2026
Mass Communication (2022 Ref)	2025/2026

School	1-2 Year	3-5 Year	5-10 Year	Deferred Maintenance Total
Marshall	$ 109,500	$ 381,500	$ 196,500	$ 687,500
Lincoln	$ 4,500	$ 2,588,000	$ 165,000	$ 2,757,500
Rib	$ 36,800	$ 611,000	$ 1,289,500	$ 1,937,300
Riverview	$ 5,000,000	$ 497,600	$ 148,500	$ 5,646,100
S Mtn	$ 393,300	$ 954,000	$ 497,000	$ 1,844,300
Franklin	$ 58,400	$ 113,500	$ 261,500	$ 433,400
Maine	$ 127,500	$ 41,500	$ 56,500	$ 225,500
Jefferson	$ 556,000	$ 844,300	$ 181,000	$ 1,581,300
Jones	$ 457,500	$ 594,300	$ 465,000	$ 1,516,800
Stettin	$ 513,500	$ 159,800	$ 373,000	$ 1,046,300
Subtotal	**$ 7,257,000**	**$ 6,785,500**	**$ 3,633,500**	**$ 17,676,000**
Annual Need	$ 3,628,500	$ 2,261,833	$ 726,700	$ 1,767,600
East HS	$ 2,509,000	$ 2,981,500	$ 4,218,000	$ 9,708,500
West HS	$ 989,000	$ 1,627,500	$ 3,020,000	$ 5,636,500
J Muir MS	$ 176,500	$ 1,425,000	$ 1,355,000	$ 2,956,500
H Mann MS	$ 122,000	$ 1,123,000	$ 1,767,500	$ 3,012,500
Longfellow	$ 495,800	$ 1,655,000	$ 257,500	$ 2,408,300
Subtotal	**$ 4,292,300**	**$ 8,812,000**	**$ 10,618,000**	**$ 23,722,300**
Annual Need	$ 2,146,150	$ 2,937,333	$ 2,123,600	$ 2,372,230
Grand Total	**$ 11,549,300**	**$ 15,597,500**	**$ 14,251,500**	**$ 41,398,300**
Annual Need	$ 5,774,650	$ 5,199,167	$ 2,850,300	$ 4,139,830

YEAR	Annual Need	Capital Budget	Deferred	Deductions
2026-2027	**$ 5,774,650.00**	**$ 1,008,400.00**	**$ 4,766,250.00**	**1,2,3,4,5**
2027-2028	$ 5,774,650.00	$ 1,008,400.00	$ 4,766,250.00	1,2,3,4,5
2028-2029	$ 5,199,167.00	$ 1,008,400.00	$ 4,190,767.00	1,2,3,4,5

1) Q1 Funding
2) Possible Increased Budgets
3) Potential Referendum Funding
4) Utilizing Portions of Operations Budget
5) Fund 46

Anticipated Projects:
Riverview HVAC/Roof Replacement
South Mountain EFIS Repair
East/Jefferson Roof Replacements
District Fencing Installs - East/West/ Riverview
Flooring/Door Replacement Program Catchup
District Tuckpointing and Caulking
West Electrical Panel Upgrades

Questions?

Recommendation for 2026-2027 Capital Projects

Action Requested: Yes

Annually, a Three-Year Capital Improvement Plan is submitted to the Board of Education for approval. Ryan Urmanski, Director of Buildings and Grounds, will review notable projects recently completed as well as the effect of alternate funding sources to provide context for the upcoming planned capital improvements. The projects planned for 2026-2027 are provided on the final page. Administration recommends the Committee of the Whole approve the 2026-2027 Capital Projects and corresponding budget.

Motion: To recommend to the full Board of Education the approval of the 2026-2027 Capital Projects and corresponding budget.

Wisconsin Interscholastic Athletic Association

Cooperative Team Sponsorship Signatures

2026-27 & 2027-28 Co-op Application (except Football)

*Gymnastics co-ops are due annually

By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

Applications submitted without all required signatures will be considered incomplete and not accepted.

Co-op Application ID: ___23813_____

(found on Cooperative Team Sponsorship form)

SCHOOL NAME: ___WausauWest_____ **SPORT: Lacrosse**

GIRLS/BOYS: ___Boys_____

Board of Education or Governing Body President:

Signature: _____

Print Name: _____

District Administrator:

Signature: _____

Print Name: _____

Name of Conference: Bay Valley Conference

Signature from a person authorized to represent the conference affiliation of this co-op program; typically, a conference commissioner or the equivalent.

If, at the time of the signature, conference affiliation has yet to be determined for this cooperative agreement, signatures should be ascertained from the current affiliation of the involved schools. If a school(s) is currently unaffiliated/independent, no signature is required.

(Through the conference realignment application process, approval and opinion of all affected conferences and schools will be required.)

Commissioner Approval Signature: _____

Print Name: Samuel P. Engelland

Wisconsin Interscholastic Athletic Association

Cooperative Team Sponsorship Signatures

2026-27 & 2027-28 Co-op Application (except Football)

*Gymnastics co-ops are due annually

By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

Applications submitted without all required signatures will be considered incomplete and not accepted.

Co-op Application ID: ___23813_____

(found on Cooperative Team Sponsorship form)

SCHOOL NAME: Wausau East

SPORT: Lacrosse

GIRLS/BOYS: ___Boys_____

Board of Education or Governing Body President:

Signature: _____

Print Name: _____

District Administrator:

Signature: _____

Print Name: _____

Name of Conference: Bay Valley Conference

Signature from a person authorized to represent the conference affiliation of this co-op program; typically, a conference commissioner or the equivalent.

If, at the time of the signature, conference affiliation has yet to be determined for this cooperative agreement, signatures should be ascertained from the current affiliation of the involved schools. If a school(s) is currently unaffiliated/independent, no signature is required.

(Through the conference realignment application process, approval and opinion of all affected conferences and schools will be required.)

Commissioner Approval Signature: _____

Print Name: Samuel P. Engelland

Wisconsin Interscholastic Athletic Association

Cooperative Team Sponsorship Signatures

2026-27 & 2027-28 Co-op Application (except Football)

*Gymnastics co-ops are due annually

By our signatures we agree we have, as a school administration and school board, reviewed and discussed the items indicated on this form. We further confirm that our school district will provide the same level of institutional oversight to this program as to other sports sponsored by our district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

Applications submitted without all required signatures will be considered incomplete and not accepted.

Co-op Application ID: 94982

(found on Cooperative Team Sponsorship form)

SCHOOL NAME: Wausau West **SPORT:** Lacrosse

GIRLS/BOYS: Girls

Board of Education or Governing Body President:

Signature: _____

Print Name: _____

District Administrator:

Signature: _____

Print Name: _____

Name of Conference: Bay Valley

Signature from a person authorized to represent the conference affiliation of this co-op program; typically, a conference commissioner or the equivalent.

If, at the time of the signature, conference affiliation has yet to be determined for this cooperative agreement, signatures should be ascertained from the current affiliation of the involved schools. If a school(s) is currently unaffiliated/independent, no signature is required.

(Through the conference realignment application process, approval and opinion of all affected conferences and schools will be required.)

Commissioner Approval Signature: S. P. Engelland

Print Name: Samuel P. Engelland

WAUSAU SCHOOL DISTRICT

APPLICATION FOR COOPERATIVE SPONSORSHIP OF EXISTING CLUBS

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

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

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

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

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

_____

1. We are applying for a cooperative agreement in Alpine Ski and Snowboard for the school years of 2026-2027 & 2027-2028.

2. List all schools involved in this cooperative agreement:

Wausau East Wausau West D.C. Everest

3.

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

4. WSD Board of Education President _____

5. WSD District Administrator _____

Wausau School District
Application for Cooperative Sponsorship of Existing Programs

The Wausau School District has the authority to approve or disapprove partnerships requested by school sponsored programs with other school districts. The following conditions must be met to for a partnership:

1. Schools should be close in geographic proximity.
2. The joining school must pay the host school $400 per player for the year.
3. The Wausau School District can terminate the agreement at any time.
4. Request for a cooperative agreement must include this application and:
    a. Approval from both schools
    b. Approval from both Boards of Education
    c. The program cannot cut, limit, or exclude participation due to high numbers of students

**Please note: meeting the above conditions does not guarantee the cooperative will be approved

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

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

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1. We are applying for a **JV ONLY** cooperative agreement in the sport of baseball for the 2025-2026 school year

2. List the schools involved in this cooperative agreement
   Wausau East
   Newman Catholic

3. Signatures

	BOE President	District Administrator
Wausau School District	_____	_____
Newman Catholic	_____	_____

Wisconsin School Nutrition Purchasing Cooperative

DATE: March 6, 2026
TO: Member District of the Wisconsin School Nutrition Purchasing Cooperative
FROM: Advisory Board of the Wisconsin School Nutrition Purchasing Cooperative
SUBJECT: 2026-2027 SY 66.0301 Agreement

The attached packet for the Wisconsin School Nutrition Purchasing Cooperative includes:

1. Resolution
2. 66.0301 Agreement (sign and return)
3. Proposed Annual budget for WiSNP Co-op
4. Membership Listing
5. Governance and Bylaws of the WiSNP Co-op

NOTE:

1. The Resolution must be approved and signed by your school board.
2. Annual Membership Dues are $300 per district and will be invoiced after July 1, 2026.
3. Return completed and signed 66.0301 Agreement (pages 1-3) by May 15, 2026 to:

   jpiddington@mcpasd.k12.wi.us

   -or -

   MCPASD School Nutrition Services
   WiSNP Co-op
   2130 Pinehurst Drive
   Middleton, WI 53562

If you have any questions, please feel free to contact any of the 2025-26 SY Board of Directors:

Executive Board

Executive Chair..... Monica Glorioso, Hartford Union High School District
Procurement Specialist..... Sarah Carlson, ProTeam Foodservice Advisors
Fiscal Agent Representative Janelle Piddington, Middleton Cross Plains School District

Advisory Board

Co-Chairs

Procurement & Order Guide Committee.... Karen Fochs, Wausau, thru SY26
Adam Dunnington, Deerfield (completing term thru SY28)
Communication, Education, & Networking... Michelle Denk, Mount Horeb (term 1 thru SY27)

District Representatives

Large District..... Liz Leedle, School District of Janesville (thru SY26)
Medium District..... Sheila Price, Watertown Unified School District (thru SY27)
Small District..... Janet Loeffelholz, Cuba City School District (thru SY28)

Resolution
Wisconsin School Nutrition Purchasing Cooperative

Whereas the school districts as listed on the Membership page of this document (Member Districts) desire to enter into a cooperative relationship to (1) reduce their respective costs in purchasing food, beverages, supplies, and USDA Foods processing, storage and transportation services for use in the Member Districts' Child Nutrition Programs for the school year and beyond, and (2) to educate representatives from Member Districts (Member Representatives) with regard to ongoing Child Nutrition Program challenges and regulations, and (3) to make the most efficient use of power by enabling them to cooperate with each other on a basis of mutual advantage;

It is hereby resolved that the school boards of the Member Districts of the Wisconsin School Nutrition Purchasing Cooperative (WiSNP) shall share the cost for a Procurement Specialist, plus reasonable and necessary expenses, through administrative fees paid through approved vendor agreements and through membership dues, pursuant to Section 66.0301 of the Wisconsin Statutes.

Wisconsin School Nutrition Purchasing Cooperative Agreement (Wis. Stat. § 66.0301)

July 1, 2026 - June 30, 2027

Pursuant to a Resolution adopted by the school boards of the school districts participating in the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-op) to cooperatively procure and purchase food and supplies for the member district's Child Nutrition Program(s): participating school districts (Member Districts) hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. **Procurement.** That said parties agree to retain a school nutrition Procurement Specialist to coordinate the bidding and procurement process for the WiSNP Co-op as hereinafter set forth.
2. **Fiscal Agent.** That the school district listed below shall serve as the operator and fiscal agent (Fiscal Agent) for the WiSNP Co-op. All receipts and expenditures shall be recorded in said district's records. As Fiscal Agent, said district shall:
    a. Maintain necessary records for WiSNP Co-op and establish and maintain financial accounts in accordance with uniform financial accounting systems prescribed by the Department of Public Instruction (DPI) under Wis. Stat. § 115.28(13);
    b. File all required financial reports with the DPI;
    c. Upon request of the DPI, file a copy of this Agreement and any plan of operation (WiSNP Co-op Governance & Bylaws) with the DPI; and
    d. Be authorized to pay necessary bills and collect fees.
3. **State Aid.** This Agreement shall not impact the Member Districts' pupil membership for state aid purposes.
4. **Administrative Fees and Membership Dues.** That the proration of costs will be collected through administrative fees from approved vendor agreements based on purchase volume of each Member District and annual membership dues. That proration of costs to each Member District shall be determined prior to June 30, annually.
5. **Approval of Budget and Bylaws.** That the estimated budget and the WiSNP Co-Op Governance & Bylaws shall be approved by the school boards of all Member Districts in advance of signing this Agreement.
6. **Budget Variation Approval.** That variations from the budget will require prior approval by the school boards of all Member Districts hereto. However, this process shall not interfere with the allocation, reimbursement, collection, or payment of costs under this Agreement.
7. **Incorporated Documents.** That attached hereto and incorporated herein by reference are the authorizing Resolution, Budget, and the WiSNP Co-op Governance & Bylaws.
8. **Term and Dissolution**. This Agreement shall take effect on July 1 and shall remain in effect until June 30 of the respective school year. This Agreement may be terminated prior to the end of the Term if the school boards of the Member Districts mutually consent to such termination in writing. The school board of any Member District may terminate their participation in the

Agreement prior to the end of the Term by providing notice, in writing, to the Fiscal Agent who shall notify the other Member Districts of that Member District's intended termination. Upon termination of this Agreement by one (1) or more Member Districts, those Member Districts shall continue to pay their share of the costs associated with this Agreement until all costs have been paid.

9. **Breach of Agreement**. If any Member District defaults or breaches any of its obligations set forth under this Agreement, the other Member Districts shall have the right to pursue all remedies available at law or in equity. Any failure to enforce a default or breach of this Agreement shall not be, nor be construed to be, a waiver of that default or obligation, nor shall it act as a modification or amendment to this Agreement.

10. **Waivers, Modifications, Amendments, Changes.** No waiver, modification, amendment, or any other change to or allegation of this Agreement shall be valid unless the same is in writing and signed by authorized representatives of the Member Districts. In the event that the Member Districts choose to modify, amend, or supplement this Agreement, any additional covenants shall be reduced to writing, appended to this Agreement, and given full force and effect. The Member Districts also recognize, however, that in initiating and implementing a cooperative agreement, issues and matters of mutual concern may arise from time to time that could not reasonably be addressed by this Agreement and that are intended to be resolved through the continuing and ongoing good faith efforts of the Member Districts; in such event, the Member Districts expressly acknowledge that this Agreement is not necessarily breached when new, unanticipated issues not governed by its terms arise, or where issues that are pending or are otherwise unresolved at the time of its initial execution are intended to be resolved at a later time by the Member Districts.

11. **Entire Agreement.** This Agreement and all incorporated documents is a full and complete agreement and there are no other terms except those expressly set forth herein. This Agreement supersedes all prior and contemporaneous agreements, whether oral or written.

12. **Savings Clause.** If any provision of this Agreement shall be held or declared invalid, illegal, or unenforceable under any law applicable thereto, such provision shall be deleted from this Agreement without impairing the legality or enforceability of the remaining provisions of this Agreement. The Member Districts will promptly negotiate a replacement for any provision that is deleted from the Agreement under this Paragraph.

13. **Governing Law.** The laws of the State of Wisconsin shall govern the interpretation or application of this Agreement, and the rights and responsibilities of the Member Districts under this Agreement.

14. **Indemnification.** Each Member District shall be solely responsible and liable for the act(s) and omission(s) of its own entity, officers, employees, officials, agents, representatives and members. Each Member District shall and hereby does indemnify and hold harmless the other from any and all damages, liability, judgments, claims, expenses, fees, costs, actions, demands, and payments of any kind and nature arising from and/or pertaining to the act(s) and/or omission(s) of its own entity, officers, employees, officials, agents, representatives, and members with respect to this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date indicated below:

Fiscal Agent Signature of Approval

Middleton Cross Plains Area School District
Fiscal Agent District

Authorizing Signature — Date: 3-6-26

Jerrud Rossing — Assistant Superintendent of Operations
Printed Name — Title

School District Signature of Approval

School District

Board President Signature — Date

Board President Printed Name

Board Clerk Signature — Date

Board Clerk Printed Name

School District Representative to serve as the primary point-of-contact for WiSNP Co-op communications:

Member District Representative Printed Name

Email Address — Phone Number

Wisconsin School Nutrition Purchasing Cooperative

2026-2027 Proposed Annual Budget

EXPENSES:

Purchased Services	$131,000
Member Meetings & Trainings	10,000
Operational Expenses	3,000
Total Expenses	**$144,000**

REVENUES:

Administrative Fees*	$140,500
Membership Dues**	19,500
Interest	5,000
Total Revenue	**$165,000**

*Approved vendor agreements state that Administrative Fees will be paid by the Vendor to the Fiscal Agent based on purchase volume of each participating school district.

**Membership Dues for the 2026-27 SY are $300 per district and will be invoiced by the Fiscal Agent after July 1, 2026.

Wisconsin School Nutrition Purchasing Cooperative

2026-2027 SY Member School Districts

1. Adams Friendship
2. Almond Bancroft
3. Benton
4. Big Foot Union High School
5. Brillion
6. Cambridge
7. Campbellsport
8. Cassville
9. Columbus
10. Cuba City
11. D C Everest Area
12. Deerfield
13. DeForest
14. Dodgeville
15. East Troy
16. Fall River
17. Fort Atkinson
18. Germantown
19. Hartford Jt.1
20. Hartford Union High School
21. Highland
22. Janesville
23. Jefferson School District
24. Johnson Creek
25. Kewaskum
26. Kiel
27. Lake Mills
28. Lakeside Lutheran High School
29. Lomira
30. Marshfield
31. Mayville
32. McFarland
33. Menomonee Falls
34. Menominee Indian
35. Middleton Cross Plains
36. Milton
37. Mishicot
38. Monona Grove
39. Mount Horeb
40. Necedah
41. Norwalk Ontario Wilton
42. Oregon School District
43. Port Edwards
44. Potosi
45. Poynette
46. Prairie du Chien
47. Princeton
48. Randolph
49. Random Lake
50. Rio
51. River Valley
52. Rosholt
53. Sauk Prairie
54. Sharon Community Schools
55. Sheboygan Falls
56. Slinger
57. Sun Prairie
58. Valders
59. Verona
60. Watertown
61. Wausau
62. Wautoma
63. West Bend
64. Westfield
65. Wisconsin Rapids

Governance & Bylaws of the
Wisconsin School Nutrition Purchasing Cooperative

Revised and Approved 02/20/2025

I. PURPOSE

The purpose of the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-op) is to leverage the purchasing power of all Member Districts, regardless of size, to procure quality products and services for the benefit of their School Nutrition Programs.

II. GOVERNANCE

A. Membership is open to Wisconsin school districts with a self-operated, federally funded Child Nutrition Program.

B. A Member Representative employed by each Member District shall serve as the primary and authorized representative of the District in all matters relating to the Member District's obligations hereunder.

C. A Board of Directors (Board) shall be selected by Member Representatives to make business and organizational decisions for WiSNP Co-op.

D. A fiscal agent (Fiscal Agent) shall manage WiSNP Co-op funds.

E. The WiSNP Co-op shall hold a minimum of three general membership meetings per year with the dates, times, and locations to be set by the Board.

F. All Member Representatives and Board Members are required to disclose any potential personal, professional, or financial conflicts of interest that could influence their judgment in decision-making processes related to WiSNP Co-op contracts, vendors, or business dealings. In the event that a Member Representative or Board Member has a conflict of interest, that individual must recuse themselves from any discussions or decisions related to the matter.

G. A quorum (51% or more) of the Member Districts is required to be present for a simple majority vote to be conducted for:
   1. Adopting governance rules or bylaws;
   2. Approval of Prime Vendor RFP award;
   3. Fee assessments to cover the WiSNP Co-op operating costs.

H. A quorum (51% or more) of the Advisory Board is required to be present for a simple majority vote to be conducted for:
   1. Setting the annual budget and dues;
   2. New district membership;
   3. Member District termination;
   4. Decisions with financial impact to WiSNP Co-op.

I. Election of Board positions shall be by simple majority vote of represented Member Districts.

J. Votes may be cast in person or by approved electronic means. Member Districts may participate by any lawful communication means or in person.

K. When a Member District vote is required, only one (1) vote per Member District is allowed.
   1. Individuals identified as the Member Representative for more than one Member District will be permitted a vote for each Member District.
   2. Member Representatives serving on the Executive Board shall maintain Member District voting rights.

L. The fiscal year of the WiSNP Co-op shall be July 1 to June 30 of the succeeding year.

M. Director & Officer Liability Insurance will be carried by WiSNP Co-op and the deductible paid by WiSNP Co-op for any claims brought to Board Members.

III. MEMBER DISTRICTS

A. Member Districts shall be self-operated, federally funded Child Nutrition Programs. The operation of a Member District's Child Nutrition Program must comply with federal and state laws.
B. All Member Districts shall abide by the WiSNP Co-op's Governing Rules and Bylaws as adopted.
C. All Member Districts shall participate in and agree to the terms of WiSNP Co-op's Prime Vendor contract. Member Districts may also participate in available optional RFPs.
D. Member Districts shall provide the Board and any WiSNP Co-op independent contractors information and documentation necessary for WiSNP Co-op to conduct its business.
E. Any District may apply to become a member of the WiSNP Co-op.
    1. The Board has the right to deny membership based on factors that could negatively impact vendor agreements, contracted pricing, or operational efficiencies.
    2. If a USDA Foods distribution contract is in force and a new member is applying during this contract's existence, its membership may require the contracted distributor's approval.
F. A current Member District may be terminated upon determination that the Member District no longer meets membership criteria as determined by the Board. A Member District whose membership has been terminated by the Board has the right to appeal the termination decision to the Member Districts at the next regularly scheduled membership meeting.
G. Requests for termination of participation in the WiSNP Co-op may be made in writing with at least thirty (30) calendar days' notice. No refunds of participation fees will be made. Terminated Members Districts may not apply to participate in WiSNP Co-op until the next Prime Vendor RFP bidding cycle.
H. It is the Member District's responsibility to have the specific contract(s) approved by the Member District's board of education (or other governing body as appropriate) to meet the State and Federal procurement requirements.
I. All Member Districts shall pay the annual membership fee set by the Board within thirty (30) days of being invoiced. Invoices will be sent by the Fiscal Agent.
J. Each Member District is responsible for compliance of products purchased, menus, and program operations for their Child Nutrition Program(s).
K. It is every Member District's responsibility to actively manage its USDA Foods including ordering, distribution, processing, and inventories.
L. Each Member District is responsible to report Member Representative contact changes to the Fiscal Agent.
M. Each Member District is responsible for attending WiSNP Co-op meetings and reading communications in a timely manner.

IV. BOARD OF DIRECTORS

A. WiSNP Co-op shall establish a Board of Directors (Board).
B. The Board shall consist of eight (8) individuals; five (5) voting and three (3) non-voting members.
C. Only one (1) Representative from a Member District can serve on the Board at any given time.

D. The Board may employ independent contractors to conduct WiSNP Co-op work.
E. The Board shall meet as needed either in-person or virtually.
F. Board Members missing consecutive meetings without notifying the Executive Chair may have their position deemed vacated and will be asked to step down from their role.
G. The Board's responsibilities include, but are not limited to, the following:
    1. Develop strategic plan, goals, and objectives of the organization.
    2. Review and vote on new district applications.
    3. Responsibly manage the business affairs of WiSNP Co-op with the best interest of every Member District in mind.
    4. Approve product and service agreements.
    5. Set membership dues and approve the annual budget.
    6. Analyze and review purchases and product specifications.
    7. Bring proposed bylaw changes, fiscal matters, and elections to Member Districts for approval.
    8. Serve as a point of contact for Member Districts and review and take action on comments and concerns received.
    9. Keep Member Districts informed of WiSNP Co-op business.
H. The Board shall consist of an Executive Board and an Advisory Board.
    1. The Executive Board consists of the non-voting members of the Board and shall be composed of an Executive Chair, Fiscal Agent, and Procurement Specialist to facilitate and execute the administration and operations of WiSNP Co-op.
    2. The Advisory Board consists of the voting members of the Board and shall be composed of two (2) Co-Chairs and three (3) District Representatives to advise and guide the work of WiSNP Co-op.

V. EXECUTIVE BOARD

A. The Executive Board is a sub-group within the Board of Directors.
    1. The Executive Board shall be composed of an Executive Chair, Fiscal Agent, and Procurement Specialist.
    2. The Executive Board facilitates and executes the administration and operations of WiSNP Co-op.
    3. Executive Board positions serve as non-voting members of the Board. Member Representatives maintain Member District voting rights.
    4. Executive Board positions may be filled by elected Member Representatives or independent contractors selected through an RFP.
    5. School districts of elected Member Representatives on the Executive Board shall receive compensation to offset employee time spent conducting WiSNP Co-op business during regular work hours.
    6. Compensation amounts and scope of work are agreed upon annually by the Advisory Board and the Executive Board Representative's District and/or the Independent Contractor through signed Agreements.
    7. Executive Board positions, if agreed upon by all parties, are ongoing or per the terms of the RFP.
        a. The Advisory Board reviews performance of each Executive Board Member and determines if annual agreements should be renewed.
        b. Executive Board Members wishing to leave their position at the end of the fiscal year shall inform the Advisory Board of intent by February 1.
        c. Advisory Board either makes renewal recommendation for the Member

Representatives to vote on or seeks nominations for vacancies.

d. If nominations of qualified internal candidates are not received, an RFP for an independent contractor will be posted.

8. In the event of an unplanned vacancy in the Executive Board, the following shall occur:
    a. Executive Chair - the Advisory Board Co-Chairs shall serve as the Executive Chair until the Board can fill the vacancy.
    b. Fiscal Agent Representative - The Fiscal Agent's back-up designee shall fill the vacancy.
    c. Procurement Specialist - the Advisory Board Co-Chairs, under guidance from the Executive Chair, shall serve as the Procurement Specialist until the Board can fill the vacancy.

B. EXECUTIVE CHAIR

1. The Executive Chair shall be selected by the Board and Member Districts to oversee WiSNP Co-op operations.
2. The Executive Chair responsibilities shall be outlined in the annual Agreement and may include, but are not limited to, the following:
    a. See that the strategic plan and goals of the Board are carried into effect.
    b. Monitor and support the work of the entire Board and Committees.
    c. Serve as an authorizing agent for WiSNP Co-op contracts, agreements, and renewals.
    d. Inform Board Members and Member Districts of pertinent WiSNP Co-op business transactions.
    e. Lead and facilitate Board and WiSNP Co-op meetings.
    f. Ensure timelines are met.

C. FISCAL AGENT

1. A fiscal agent (Fiscal Agent) shall be a Member District or Cooperative Educational Service Agency (CESA) selected by the Board and Member Districts to manage WiSNP Co-op funds.
2. The Fiscal Agent shall serve as custodian of all WiSNP Co-op fiscal, membership, and other records in accordance with applicable law and retain those records on behalf of the Member Districts until WiSNP Co-op dissolves.
3. The Fiscal Agent shall maintain records in accordance with uniform financial accounting systems prescribed by the Department of Public Instruction (DPI) under Wis. Stat. § 115.28(13).
4. The Fiscal Agent shall file all required financial reports with the DPI.
5. The Fiscal Agent shall, upon request, file a copy of the Agreement and these Bylaws with the DPI.
6. All funds generated in excess of expenses shall stay with the WiSNP Co-op and its Member Districts.
7. Administrative cost overruns and uncontrollable costs exceeding what was budgeted shall be reviewed by the Board to determine the nature and extent of the costs. The Board shall recommend if and how the costs will be allocated for Member Districts to vote on.
8. The Fiscal Agent shall assign a representative (Fiscal Agent Representative) to serve on the WiSNP Co-op Board. A back-up designee should be identified to fulfill the duties in the event the Fiscal Agent Representative is unable.
9. The Fiscal Agent responsibilities shall be outlined in the annual Agreement and may

include, but are not limited to, the following:

a. Maintain Member list and Wis. Stat. § 66.0301 agreements.
b. Invoice and collect membership fees.
c. Receive and track administrative fees from vendor agreements.
d. Pay cooperative's invoices.
e. Track, collect, and distribute manufacturer incentive rebates to Member Districts.

D. PROCUREMENT SPECIALIST

1. The Procurement Specialist shall be a Member Representative or independent contractor with extensive knowledge of Child Nutrition Program procurement and shall be selected by the Board and Member Districts to leverage the purchasing power of all Member Districts to procure quality products and services at the best price.
2. The Procurement Specialist responsibilities shall be outlined in the annual Agreement and may include, but are not limited to, the following:
    a. Execute the entire bid and proposal process for pricing and service contracts; includes writing and posting proposal documents and collecting and evaluating responses.
    b. Compile and analyze RFP results, purchase history data, and product evaluation data. Present and make recommendations to the Board.
    c. Serve as an authorizing agent for WiSNP Co-op contracts, agreements, and renewals.
    d. Manage contract compliance of WiSNP Co-op approved vendors and coordinate vendor and pricing audits.
    e. Serve as liaison between the Board and vendors, brokers, and manufacturers.
    f. Adhere to all state and federal statutes and purchasing regulations.

VI. ADVISORY BOARD

A. The Advisory Board is a sub-group within the Board of Directors.

1. The Advisory Board is composed of five (5) elected individuals from Member Districts: two (2) Co-Chairs and three (3) District Representatives.
2. The Advisory Board are voluntary positions with established term lengths.
3. The Advisory Board consists of the voting members of the Board.

B. CO-CHAIRS

1. There shall be two (2) Advisory Board Chairs (Co-Chairs) each leading a committee: Chair of Procurement & Order Guide Committee and Chair of Communication, Education, & Networking Committee.
2. A Co-Chair shall have three (3) years of experience working in Child Nutrition programs and prior WiSNP Co-op Board or Committee experience.
3. A Co-Chair serves a three (3) year term with a limit of two (2) consecutive terms.
    a. The start of Chair terms shall be staggered.
    b. A Co-Chair is eligible to fill other Board vacancies after their two (2) term limit is exhausted.
    c. The Executive Board reviews performance of Advisory Board Co-Chairs and determines if they should be nominated for renewal.
    d. A Co-Chair wishing to leave the position at the end of the first term shall inform the Executive Chair of intent by February 1.

e. Executive Board either makes renewal recommendations for the Member Representatives to vote on or seeks nominations for vacancies.

4. In the event of an unplanned vacancy of a Co-Chair position, the most senior District Representative shall serve as a Co-Chair until a new Co-Chair is elected.
    a. If the vacancy occurs in year one (1) of a Co-Chair term, the newly elected CoChair will complete the (three) (3) year term and be eligible for a second three (3) year term.
    b. If the vacancy occurs after the first year of a term, the newly elected Co Chair will complete the end of the term of their predecessor and shall be eligible for election for a new two (2) term cycle.
5. The Co-Chairs committee responsibilities may include, but are not limited to, the following:
    a. Procurement & Order Guide Committee.
        i. Review RFP process, language, and results of RFPs issued by Procurement Specialist.
        ii. Make recommendations of manufacturers and items to purchase based on developed criteria using compiled and analyzed data from Procurement Specialist.
    b. Communication, Education, and Networking Committee
        i. Record and disseminate minutes of Board and Membership Meetings.
        ii. Organize shared files and website information.
        iii. Coordinate and organize education opportunities for members and in-person meeting logistics.
        iv. Develop materials to on-board new districts and directors to WiSNP

C. DISTRICT REPRESENTATIVES

1. There are three (3) District Representatives on the Advisory Board, one (1) from each of the three (3) Member District enrollment sizes:
    a. small (<1000 students);
    b. medium (1001-3000 students);
    c. large (>3000 students).
2. District Representatives shall have three (3) years of experience working in Child Nutrition Programs.
3. District Representatives serve a single three (3) year term with a new District Representative size voted in each year.
    a. District Representatives shall be elected by Member Districts of the corresponding district size.
    b. District Representatives are eligible to fill other Board vacancies after their term ends.
    c. In the event of an unplanned vacancy of a District Representative position, the Board shall seek nominations from the corresponding district group size and appoint an individual. The newly appointed representative will complete the end of the term of their predecessor and shall remain eligible for election of a new term
4. District Representatives assist in developing and implementing the strategic plan and help lead established or ad-hoc committees.

Original Adoption: May 11, 2017
Revised: December 8, 2017; May 9, 2018; Jan 7, 2020; August 26, 2022; August 17, 2023, April 26, 2024, February 20, 2025

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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. **email:**
   Program.Intake@usda.gov

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WSD Facility Fee Schedule Pricing

Memo

WAUSAU SCHOOL DISTRICT
Department of Buildings & Grounds
650 South 7th Avenue • Wausau, Wisconsin 54401 • 715-261-0800 • www.wausauschools.org
Ryan Urmanski, Director of Buildings & Grounds

Memo

To: Wausau School Board
From: Ryan Urmanski

Re: Synthetic Turf and Lighting Fees

Last Fall I gave a presentation pertaining to facility usage within the District and specifically as it pertains to the synthetic turf fields. I discussed some of the costs associated with the short and long term maintenance needs. Particularly, I brought to your attention that we currently do not have a rental fee established for our synthetic turf fields or the lights that were installed from our 2022 Referendum Projects. Therefore, I researched various facilities both locally and statewide to obtain some reference as to what we should use as a District for rental fees. The remaining Board Book has copies of some Fee Schedules in which I obtained information to come up with my recommendation. What we have found is that the fees other facilities set are derived from multiple factors. The model used by these facilities varies since some are community based, private, for profit, municipal or a combination. The following is a summary of each and a small description as to how it would compare to our Tier 2 classification:

Memo Continued

- Mosinee High School: Synthetic turf softball fields. $25.00 per hour. No lights.
- McFarland High School: Synthetic football fields and baseball/softball infields. Their model closely aligns with the WSD. Field rentals are $75.00 per hour and lighting is not specifically listed.
- Medford School District: Synthetic football fields. $25.00 per hour.
- Athletic Park Wausau: Synthetic baseball infield. $68.00 per hour field rental and $30.00 per hour for lights.
- Merrill High School: Synthetic football field. $35.00 per hour for field rental and $25.00 per hour for lights.
- Rapids Area Sports Complex: Synthetic turf baseball field. $55.00 per hour for field plus a custodial and field maintenance charge of $20.00 per hour.

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

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

Memo Continued

WAUSAU SCHOOL DISTRICT
Department of Buildings & Grounds

650 South 7th Avenue • Wausau, Wisconsin 54401 • 715-261-0800 • www.wausauschools.org
Ryan Urmanski, Director of Buildings & Grounds

The last page of the Board Book lists what our recommendation is for the WSD synthetic field rental fees for 2026. Synthetic turf rental for Tier 2 groups would be $55.00 per hour. Additional fees may apply depending on the event request. For example, tournament events may require additional custodial and maintenance fees to offset the additional costs.

We have established a lighting fee of $30.00 per hour. This was determined by comparing local lighting fees along with calculating the actual energy consumption our lighting system uses. This also includes the cost of turning the lights on and off. Again, certain events may require additional depending on the group's request needs.

This is the information I used to make this recommendation. However, if the Board wishes to adjust these numbers one way or the other, we could do so prior to taking action.

Appendix A - Mosinee School District

FACILITY COST

The Mosinee School District rents out various facilities throughout the year and has done so since opening. The rental pricing has remained consistent for at least the last 10 years regardless of the cost to repair facilities, new equipment cost and rising personnel costs. Many, if not all the rental fees are outdated, and the operating costs are not profitable. Below is a chart of the proposed charges for facility rentals.

	A minimum of 2 hours will be charged. Pricing per hour after 2 hour minimum		
	In-District Non-Profit	In-District for Profit or Out-of-District Non-Profit	Out-of-District For Profit
Sports Field (Turf softball, MHS Baseball, Football)	$25/hr	$25/hr	$60/hr

McFarland

McFarland Schools and Athletic Facilities				
[illegible]	Group 1	Group 2	Group 3	Group 4
Community use policy				
Short Description--See use policy for full definition	MSD School and Student Sponsored Groups	School-Affiliated Groups	Community Non-profit	Other and For-Profit
Class 1 Indoor Facilities				
McFarland High School Gym A	n/c	$30	$45	$100
McFarland High School Gym B	n/c	$30	$45	$100
McFarland High School Fitness Center (Requires a Athletic Supervisor)	n/c	$30	$45	$100
Indian Mound Middle School Gym	n/c	$30	$45	$100
Waubesa Intermediate School Gym	n/c	$30	$45	$100
Conrad Elvehjem Primary School Gym	n/c	$30	$45	$100
Locker Room	n/c	$30	$45	$100
Class 1 Exterior Facilities *(March 1 to November 1, unless approved by Athletic Director and Building and Grounds Director)*				
MHS Stadium* (Lighting and Audio Fees May be charged)	n/c	$75	$100	$150
District Baseball Field(s) / field @ Lecy*	n/c	$75	$100	$150
District Softball Field(s) / field @ WIS*	n/c	$75	$100	$150
Tennis Courts @ CEPS*	n/c	$50	$75	$100
Shelter @ Softball/Baseball Fields (Concession, Bathroom and Shelter)	n/c	$100	$125	N/A
*This fee is waived in group 2 unless the organization is hosting a tournament that is not part of normal league play and includes more than 1 consecutive day and more than 2 teams. The fee includes a site supervisor				

Medford

APPENDIX A – Medford School District 549C Facilities Rental Fee Schedule

Fee schedules are based on group classification. Group I: District use, no charge. Group II: Non-profit youth programs and Group III: Profit based or adult programs, fees are established to cover MSD's operating and maintenance costs.

High Schools:	Group II (Per Hour)	Group III (Per Hour)
Stadium (Spiegelberg) (Artificial Turf)	$ 25.00	$ 50.00
Field/Track (North and South) (Artificial Turf)	$ 20.00	$ 40.00
Locker Rooms	$ 0.00	$ 12.00
Track/Field Lighting (Oakdale, North, South)	$ 0.00	$ 10.00

Athletic Park

SPORTS FIELDS AND COURTS

		*Fees subject to chancge with installation of turf		
Athletic Park				
Baseball game without admission fee	$200/game(pre-tax)	$205/game(pre-tax)*	$205/game(pre-tax)*	TBD
Baseball Games with admission fee	$200/game (pre-tax) plus 10% of gross admission	$205/game (pre-tax) plus 10% of gross admission*	$205/game (pre-tax) plus 10% of gross admission*	TBD
Field lights (evenings)	$28/hour (pre-tax)	$30/hour (pre-tax)*	$31/hour (pre-tax)*	TBD
Non-baseball activities	Negotiable	Negotiable	Negotiable	TBD

Merrill

		NON-PROFIT GROUP & MAPS INTERNAL USERS (to benefit school district programs through financial and/or instructional contributions)		COMMUNITY NON-PROFIT GROUP *** (must provide tax exempt cert.)		Other Governmental Agency use		All Other Groups	
		EXAMPLE GROUPS (As determined by the superintendent or his/her designee)							
		ACT/PSAT/AP Testing, Booster Club Mtgs, Clinics (High School/Youth Sports), Concerts/Events (Fund-raising Musicals, Plays, On-Stage), Inst Camps, WIAA Non-Dist Particpatory Events, PTO's		Boys & Girls Scouts, Church Groups, Special Olympics, non-MAPS sponsered teams and clubs		Police/Fire Department, Merrill/Lincoln County Park Department		Dance Studios, For Profit Concerts, Craft Fairs	
SCHOOLS/AREA	Square Footage (approx)	Hourly Operation Costs	Daily Rate	Hourly Operation Costs	Daily Rate	Hourly Operation Costs	Daily Rate	Hourly Operation Costs	Daily Rate
HIGH SCHOOL									
Auditorium (Requires District Special Lighting/Operating Technician		No Cost	No Cost	$45.00	$250.00	$20.00	$90.00	$160.00	$900.00
Lobby Area*		No Cost	No Cost	$10.00		$30.00		$65.00	
Cafeteria/Commons		No Cost	No Cost	$45.00	$225.00	$20.00	$90.00	$135.00	$800.00
Kitchen Facilities		No Cost	No Cost	$45.00	$225.00	$20.00	$90.00	$85.00	$450.00
Career Center/Conference Room		No Cost	No Cost	$10.00		$25.00	$135.00	$60.00	$400.00
Classroom/Pod Area		No Cost	No Cost	$25.00	$150.00	$20.00	$65.00	$110.00	$700.00
Fieldhouse		No Cost	No Cost	$55.00	$350.00	$35.00	$115.00	$285.00	$1,350.00
	Per Court Fee	No Cost	No Cost	$20.00		$20.00		N/A	
	Annual Use Fee	No Cost	No Cost	$325.00		$250.00		N/A	
	Tournament Fee			$325.00					
Locker Rooms*		No Cost	No Cost	$20.00		$25.00		$85.00	
Lobby Area*		No Cost	No Cost	$20.00		$25.00		$85.00	
Large Group Instruction (LGI)		No Cost	No Cost	$25.00	$150.00	$15.00	$65.00	$135.00	$725.00
Library		No Cost	No Cost	$25.00	$150.00	$15.00	$65.00	$135.00	$725.00
Jay Stadium		No Cost	No Cost	$35.00	$200.00	$25.00	$115.00	$260.00	$900.00
Stadium Lights		No Cost	No Cost	$25.00	$125.00	$25.00	$90.00	$60.00	$225.00
Parking Lots		No Cost	No Cost	$15.00	$100.00	$10.00	$40.00	$85.00	$475.00
Practice Field		No Cost	No Cost	$15.00	$100.00	$10.00	$40.00	$85.00	$475.00

Wisconsin Rapids

FEES FOR RAPIDS AREA SPORTS COMPLEX				
UTILIZATION	**CATEGORY A** In-District Non-Profit Contributors*	**CATEGORY B** In-District Non-Profit	**CATEGORY C** In-District For-Profit *or* Out-Of-District Non-Profit	**CATEGORY D** Out-Of-District For Profit
Field Rental (Per Field/Per Hour)	$150 - All Day $ 75 - 4 Hours $ 25 - Per Hour	$350 - All Day $175 - 4 Hours $ 55 - Per Hour	$700 - All Day $350 - 4 Hours $125 - Per Hour	$1,000 - All Day $ 500 - 4 Hours $ 150 - Per Hour
Bleacher Inspection Fee	$120.00	$120.00	$120.00	$120.00
Concession Stand (percent of profit)	40%	40%	45%	45%
LABOR CHARGES Regular Labor	$ 20.00 per hour	$ 20.00 per hour	$ 20.00 per hour	$ 20.00 per hour
Regular Supervisor	$ 40.00 per hour	$ 40.00 per hour	$ 40.00 per hour	$ 40.00 per hour
Emergency Supervisor**	$ 46.00 per hour	$ 46.00 per hour	$ 46.00 per hour	$ 46.00 per hour
Custodial & Field Maintenance Charge	An estimate will be provided	An estimate will be provided	An estimate will be provided	An estimate will be provided

Appendix B - WSD Proposed Fee Schedule

Wausau School District Facility Use Fee Schedule

Factors Determining Tier Placement

	Tier 1	Tier 2	Tier 3
Resources	Low need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc...	Moderate need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc	High need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc..
Staffing	No custodian is needed to open up/close up or be on-site during the event.	A custodian is needed to open up/close up and potentially be on-site during the event.	District personnel, including but not limited to custodians and/or kitchen staff, are needed to open/close and be on-site during the event.
Facilities	A single-site, low maintenance area such as a classroom or an outdoor field /gymnasium for practice use, etc.	A single site or multiple sites, moderate maintenance area such as an auditorium, commons or gym etc.. where an event is being hosted	A single site or multiple sites, higher maintenance area such as an auditorium, commons or gym etc.. where a larger event is being hosted
Purpose	The purpose of the event/usage is to benefit a significant majority of Wausau School District students.	The purpose of the event/usage is to benefit both Wausau School District Students and the hosting organization.	The purpose of the event/usage is to benefit the hosting organization

Notes

(1) Tier placement is for estimating purposes only. Final determination of minimum fees will be communicated when the reservation is fully approved.

(2) A preponderance of need and purpose will be used to determine the final tier placement and cost for use of the facility.

(3) The Requestor will be provided a minimum cost for their request. The actual cost may vary due to increased hours, damage, misinformation, etc.

(4) All non-District users must provide proof of liability insurance prior to using the facilities.

(5) Use of District pool(s) requires additional permission and requirements. Contact Wausau School District Buildings and Grounds office for details.

(6) Use of fields does not include supplies, i.e. chalk, balls or grooming equipment.

(7) District will have the final determination if Custodial support is required and in what amount due to the nature of the event and set-up / tear-down time.

WSD Fee Schedule Continued

		Cost per hour		
SCHOOLS/AREA	**Sq.Ft./capacity (approx.)**	**Tier 1**	**Tier 2**	**Tier 3**
Classroom	900-1100	No Cost	$20	$125
Fieldhouse (High Schools)	West: 29,000 East: 32,000	No Cost	$40	$250
Gymnasium (Middle and Elementary Schools)	15,000	No Cost	$30	$200
Practice Fields or outdoor venues	Varies	No Cost	$10	$75
Varsity (Turf) Fields	Varies	No Cost	$55	$125
Auditorium (Requires District A/V specialist)	West: 748 seats East: 900 seats	No Cost	$30	$200
Cafeteria/Commons (High Schools only)	2,500	No Cost	$30	$200
Pool (Additional requirements, call for details)		No Cost	$40	$250
Parking Lots	Varies	No Cost	$10	$75
School Forest	Varies	No Cost	$40	$200
Ancillary items		**Cost per unit**		
Custodian (Outside normally staffed time, 6am - 11pm weekdays and non-holidays)		$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend
Lighting Fees for Turf Fields		No Cost	$30	$125
Kitchen Staff (required for kitchen use)		$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend
District A/V Specialist		$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend
Computer Technician		$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend
Snow Removal (if required beyond normal frequency)		Actual cost	Actual cost	Actual cost

WSD Facility Fee Schedule Pricing

Rental Fees

- Rental fees have not been established in the WSD Facility Fee Schedule for synthetic turf fields and field lighting.
- Current factors determining tier placement is not being modified at this time.
- Existing fees are not being modified at this time.
- Recommendation for adding synthetic turf and lighting fees.
  - Synthetic turf fields - $55.00 per hour
  - Lighting - $30.00 per hour
    - Additional fees may be added pending event needs.

WSD Proposed Fee Schedule

Wausau School District Facility Use Fee Schedule

Factors Determining Tier Placement

	Tier 1	Tier 2	Tier 3
Resources	Low need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc...	Moderate need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc	High need for or use of district-provided/owned resources such as electricity, bathroom products, equipment, etc..
Staffing	No custodian is needed to open up/close up or be on-site during the event.	A custodian is needed to open up/close up and potentially be on-site during the event.	District personnel, including but not limited to custodians and/or kitchen staff, are needed to open/close and be on-site during the event.
Facilities	A single-site, low maintenance area such as a classroom or an outdoor field /gymnasium for practice use, etc.	A single site or multiple sites, moderate maintenance area such as an auditorium, commons or gym etc.. where an event is being hosted	A single site or multiple sites, higher maintenance area such as an auditorium, commons or gym etc.. where a larger event is being hosted
Purpose	The purpose of the event/usage is to benefit a significant majority of Wausau School District students.	The purpose of the event/usage is to benefit both Wausau School District Students and the hosting organization.	The purpose of the event/usage is to benefit the hosting organization

Notes

(1) Tier placement is for estimating purposes only. Final determination of minimum fees will be communicated when the reservation is fully approved.

(2) A preponderance of need and purpose will be used to determine the final tier placement and cost for use of the facility.

(3) The Requestor will be provided a minimum cost for their request. The actual cost may vary due to increased hours, damage, misinformation, etc.

(4) All non-District users must provide proof of liability insurance prior to using the facilities.

(5) Use of District pool(s) requires additional permission and requirements. Contact Wausau School District Buildings and Grounds office for details.

(6) Use of fields does not include supplies, i.e. chalk, balls or grooming equipment.

(7) District will have the final determination if Custodial support is required and in what amount due to the nature of the event and set-up / tear-down time.

WSD Fee Schedule Continued

		Cost per hour		
SCHOOLS/AREA	**Sq.Ft./capacity (approx.)**	**Tier 1**	**Tier 2**	**Tier 3**
Classroom	900-1100	No Cost	$20	$125
Fieldhouse (High Schools)	West: 29,000 East: 32,000	No Cost	$40	$250
Gymnasium (Middle and Elementary Schools)	15,000	No Cost	$30	$200
Practice Fields or outdoor venues	Varies	No Cost	$10	$75
Varsity (Turf) Fields	Varies	No Cost	$55	$125
Auditorium (Requires District A/V specialist)	West: 748 seats East: 900 seats	No Cost	$30	$200
Cafeteria/Commons (High Schools only)	2,500	No Cost	$30	$200
Pool (Additional requirements, call for details)		No Cost	$40	$250
Parking Lots	Varies	No Cost	$10	$75
School Forest	Varies	No Cost	$40	$200
Ancillary items		**Cost per unit**		
Custodian (Outside normally staffed time, 6am - 11pm weekdays and non-holidays)		$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend
Lighting Fees for Turf Fields		No Cost	$30	$125
Kitchen Staff (required for kitchen use)		$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend	$25/hr weekday $35/hr weekend
District A/V Specialist		$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend
Computer Technician		$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend	$35/hr weekday $45/hr weekend
Snow Removal (if required beyond normal frequency)		Actual cost	Actual cost	Actual cost

Questions?

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Vol. 35, No. 1 - November 2025 OVERVIEW
Code	01 - OVERVIEW
Status	

WISCONSIN LOCAL UPDATE OVERVIEW AND COMMENTS

VOLUME 35 NUMBER 1

NOVEMBER 2025

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

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

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

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

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

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

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

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

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

Processing Update Materials

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

Using Header Box Options in BoardDocs

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

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

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

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

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

District-Specific Materials

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

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;

2. New materials that the District develops in their entirety and exclusive of Neola;

3. Revisions or deletions that substantively depart from Neola's templates; and

4. Outdated material that a District did not keep current with Neola updates.

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

Notice Regarding Legal Accuracy

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

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

BYLAWS AND POLICIES

Bylaw 0100 - DEFINITIONS (Revised)

This policy establishes a comprehensive list of terms and their specific meanings for use throughout the district's bylaws and policies. Its importance lies in ensuring consistency and clarity across all district governance and operational documents, preventing ambiguity that could lead to misinterpretation or legal issues.

This policy now includes the definition of School Support Organizations (SSO) which is a topic of several policy and administrative guideline revisions in a recent special update. The SSO change is recommended, but not required. It also includes "gaming devices" as part of the definition of Personal Communications Devices (PCD) due to a recent change in statutory language relative to student use of PCDs in schools. The "gaming device" addition to the definition of PCD is a statutory definition and is required.

Bylaw 0142.7 - ORIENTATION (Revised)

This policy outlines the importance of preparing each Board member for their duties to ensure the effective functioning of the Board, encouraging new members to understand Board functions, district operations, and procedures. It is important because it ensures that all Board members are well-informed and equipped to make sound decisions for the District.

The policy revisions provide new optional topics for onboarding new Board members, and revisions are not required.

Bylaw 0144.5 - BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT (Revised)

This policy outlines the expected ethical, professional, and responsible conduct for all Board members, covering their behavior, communications, and interactions with staff. It is important because it establishes the standards of integrity and professionalism necessary for effective governance, protects the district's legal standing, and ensures a focus on the welfare of students.

The revisions to the policy update include communicating that individual Board members, other than the Board President, do not have the authority to act on complaints or investigations. It is important because it establishes a clear chain of command and ensures that all complaints are handled through the proper channels, maintaining consistency and fairness in the process. The revisions are recommended, but not required.

Policy 1210 - BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP (Revised)

This policy defines the relationship between the Board and the District Administrator, emphasizing the Board's role in establishing policies and the District Administrator's responsibility in administering them. It is important for ensuring clear lines of authority and efficient operation of the school district, with the District Administrator serving as the primary professional advisor to the Board.

The policy revisions focus on including the District Administrator’s authority to delegate duties to staff members, who are then accountable to the Administrator for their performance. In turn, the Board holds the District Administrator accountable for the overall administration of the District, including their actions and personal behavior. These revisions are recommended, but not required.

Policy 1230.01 - DEVELOPMENT OF ADMINISTRATIVE GUIDELINES (Revised)

This policy delegates to the District Administrator the responsibility for designing and implementing administrative guidelines for the District's operation, ensuring they are consistent with Board policies. It is important for establishing clear operational procedures and ensuring that the District's daily functions align with the Board's strategic vision.

There are new optional clauses regarding the District Administrator consulting with stakeholders and the publication of administrative guidelines and handbooks on the District website for transparency. The policy revisions provide new optional topics, and revisions are not required.

Policy 1240 - EVALUATION OF THE DISTRICT ADMINISTRATOR (Revised)

This policy emphasizes the importance of periodically evaluating the District Administrator's performance to assist both the Board and the Administrator in their responsibilities and ensure effective leadership. It is crucial for making informed decisions regarding contract renewal, salary, identifying strengths and weaknesses, and establishing objectives to advance the District's goals.

This policy revision includes new options to allow the Board to make decisions regarding the District Administrator's contract renewal, determine their salary and performance-based incentives, and assess progress towards District strategic goals. The policy revisions provide new optional topics, and revisions are not required.

Policy 2131.01 - READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT (Revised)

This policy outlines the Board's program of reading goals for students from kindergarten to 12th grade and mandates the employment of a certified reading specialist to develop and coordinate a comprehensive reading curriculum. It is important for promoting student reading skills through assessments and interventions, ensuring that students at risk of reading difficulty receive necessary support.

The policy now includes the interventions required by law under Act 20 for each qualifying student. The District Administrator must create, provide, and monitor a personal reading plan with interventions, share it with parents, and notify them of progress after 10 weeks. Revisions in this policy are required, based on information provided by state statute and the Department of Public Instruction.

Policy 2261.01 - PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS (Revised)

This policy outlines the requirements for parent and family engagement in Title I programs, ensuring meaningful consultation and involvement of parents in their children's education. This is crucial for improving academic quality, addressing barriers to participation, and fostering a strong partnership between schools and families.

The policy revision is provided to clarify the distinction between the Policy and the Parent and Family Engagement Policy, which is the plan developed by the District. The use of the term Policy to describe the plan can create confusion as to what the annual requirement is. Federal law requires that the district conduct an "annual evaluation of the content and effectiveness of the parent and family engagement policy". The Board policy uses the term "plan" to assist in distinguishing between the Board policy and the engagement plan developed per the Board Policy. Adoption of these policy revisions are recommended, but not required.

Policy 2431 - INTERSCHOLASTIC ATHLETICS (Revised)

This policy recognizes the value of interscholastic athletics, emphasizing maximum student participation, good sportsmanship, team play, and fair competition over winning. It is important for providing students with opportunities to develop athletic abilities and fostering school loyalty and community interest.

The policy revisions include adopting Name, Image, Likeness (NIL) compensation standards set by the Wisconsin Interscholastic Athletic Association (WIAA), criteria that meet or exceed the Wisconsin Interscholastic Athletic Association (WIAA) standards, and directing the District Administrator to provide interscholastic athletics in accordance with WIAA rules.

It is recommended to improve options and enhance clarity.

Policy 4140 - TERMINATION AND RESIGNATION (Revised)

This policy establishes clear, official procedures for ending the employment relationship, whether through termination by the employer or resignation by the employee. It defines who has the authority to act (Board or District Administrator) on employee terminations.

Unlike administrators and teachers, there is no statutory requirement that the Board terminate support staff. For maximum flexibility and expedience in managing vacancies, Neola's counsel recommends the Board delegate support staff termination authority to the District Administrator. Districts are encouraged to review their current termination authority for support staff.

Policy 5112 - ENTRANCE AGE (Revised)

This policy establishes student entrance age requirements consistent with Wisconsin Law and sound educational practice, ensuring equitable treatment for all. Its importance lies in providing clear guidelines for student enrollment in kindergarten and first grade, promoting consistency and fairness.

The policy revision includes clarification on days (school days) and includes a new section on age verification and its adoption is recommended.

Policy 5135 - STUDENT IDENTIFICATION NUMBERS AND CARDS (New)

This new policy mandates that if students are issued an identification card, the student also receives a unique identification number, distinct from their social security number.

The policy is important because it ensures student privacy by avoiding social security numbers and provides a critical resource for student well-being by including required contact information for suicide prevention and crisis support services on identification cards. Items in this new policy are required by law, but not to have in policy. This policy is recommended, but not required.

Policy 5136 - PERSONAL COMMUNICATION DEVICES (Revised)

This policy regulates the use of student personal communication devices (PCDs) to protect the students, staff, and the learning environment from disruption. It establishes clear rules to prevent academic dishonesty, safeguard the privacy of individuals, and address harmful behaviors like cyberbullying and harassment. Ultimately, the policy is intended to establish a safe and focused educational setting by managing when and how these devices are used on school property.

This policy revision is a result of 2025 Wisconsin Act 42, requiring each school board to adopt, by July 1, 2026, (and submit a copy of this policy to the Department no later than October 1, 2026) a policy generally prohibiting students from using wireless communication devices during instructional time. Each school board must define such a device as any portable wireless device capable of voice, messaging, or data communication, including cell phones, tablets, laptops, and gaming devices. The policy must allow exceptions for emergencies, health management, individualized education programs or 504 plans, and teacher-approved educational uses. School boards may also include additional exceptions if they determine they benefit student education or well-being. Finally, the policy acknowledges that WI Stat. 120.12(29)(e) allows school boards to adopt policies more restrictive than 2025 Wisconsin Act 42.

Policy 5411 - THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS (Revised)

This policy governs the promotion of students from 3rd grade to 4th grade, ensuring decisions are based on a thorough and equitable process that considers individual student reading needs. It is important for providing clear guidelines and support for students who have not completed their personal reading plans, aiming to make promotion decisions that are in the student's best interest.

The policy revision includes an appeal process and timelines for appealing the decision to the District Administrator. If the school representatives recommend retention but the student's parent/caregivers do not consent to retention, it is best practice (although not required by statute) for the student to be promoted to 4th grade regardless of any other facts, circumstances, or analysis. The appeal process, while an option, is not required.

Policy 5514 - USE OF PERSONAL TRANSPORTATION DEVICES (Replacement)

This new policy is relevant because it expands the scope of the previous bicycle rule to address a wider variety of modern personal transportation devices like scooters, skateboards, and hoverboards, whether they're manual or motorized. It establishes clear guidelines for their use on school property, focusing on safety, liability, and the privilege of operation. Crucially, the policy disclaims Board responsibility for damage, theft, or accidents, shifting the full risk and liability to the students and their parents. It is recommended but not required.

Policy 5515 - STUDENT USE AND PARKING OF MOTOR VEHICLES (Revised)

This policy outlines the conditions under which students may use motor vehicles to travel to and from school, emphasizing their responsibility for property care, safety, and courtesy. It is important for establishing clear guidelines for student drivers, ensuring safety, and promoting responsible behavior on school grounds.

Revisions to this policy include students only being permitted to bring vehicles they own or have express permission to operate onto District property; unauthorized vehicles are a violation; law enforcement may be contacted; students may not enter a vehicle without consent; and school officials can search vehicles on District property in accordance with policy. The Board may also permit the use of snowmobiles and Off Highway Vehicles (OHVs) by legally qualified individuals in designated areas for travel to and from school. This revision is recommended but not required.

Policy 5895 - STUDENT EMPLOYMENT (Rescind)

This policy is being rescinded. Teenagers in Wisconsin need a work permit if they are under 16 and are not working in agriculture or domestic service. Schools are no longer authorized to provide students with work permits. Parents or guardians must apply for the permit online through the Wisconsin Department of Workforce Development (DWD) website.

Policy 6152.01 - WAIVER OF SCHOOL FEES OR FINES (Revised)

This policy provides that school fees and fines do not prevent financially struggling students from accessing their education and required materials, consistent with the requirement that such charges cannot be barriers to the educational program. It establishes clear eligibility standards, including for low-income and homeless students, and outlines a necessary procedure for requesting and appealing fee waivers. By formalizing this process, the policy upholds equity by preventing discrimination against students whose families are unable to pay.

The policy revisions make optional the language for fee eligibility standards and the resolution of disputes, as well as a defined list and options for fees to be waived. It is recommended to improve options, reflect practice, and enhance clarity.

Policy 6320 - PURCHASING (Revised)

This policy outlines the procedures for the procurement of all supplies, materials, equipment, and services using District funds, emphasizing compliance with relevant laws and ethical standards. Its importance lies in ensuring fair and open competition, responsible financial management, and preventing conflicts of interest in all purchasing transactions.

The key policy revisions include reorganization of content as well as clarification on single vendor bids and the timeline for bid delivery to the District. This revision is recommended but not required.

Policy 7540.02 - Digital Content and Accessibility (Replacement)

This policy provides digital equity and legal compliance by mandating that all District web content and mobile apps adhere to accessibility standards like WCAG 2.1, Level AA. This adherence provides individuals with disabilities an equal opportunity to access information, programs, and services, preventing discrimination as required by Section 504 and the ADA. Furthermore, the policy maintains the professional and educational integrity of the District's digital presence, controlling content for appropriateness, security, and alignment with the District's mission.

This replacement policy now reflects the U.S. Department of Justice (DOJ) final rule provisions under Title II of the Americans with Disabilities Act (ADA) requiring state and local government entities — including public schools — to make web content and mobile applications accessible to individuals with disabilities. There are statutory timelines relative to the technical standards compliance that are addressed in the notes of the policy template. Adoption is recommended for a legally compliant guideline.

Policy 7540.08 - ARTIFICIAL INTELLIGENCE (AI) (Replacement)

This policy update/revision is designed to be legally compliant by referencing and building upon existing Federal laws, Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Education Act (IDEA), Children's Online Privacy Protection Act (COPPA); Protection of Pupil Rights Amendment (PPRA) and State laws, Public Records Law WI 19.31 - S19.37;

Personally Identifiable Information WI 19.62 - S19.80; Pupil Records Law Section WI 118.125; Access to Personal Internet Account Information Section WI 995.55, as well as school board policies related to privacy, civil rights, and academic integrity. It takes an active, risk-mitigating approach to integrating AI into education while prioritizing ethical use and legal adherence.

This policy replaces the current template due to significant expansion and increased language required for legal compliance.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Vol. 35, No. 1 - November 2025 Parental Opt-Out Rights in Public Schools: Mahmoud v. Taylor, U.S. Supreme Court
Code	03 - Legal Alert
Status	

Legal Alert

To: Neola Clients

From: Renning, Lewis & Lacy, S.C.

Re: U.S. Supreme Court Decision on LGBTQ+ Curriculum Materials

Date: November 2025

On June 27, 2025, the United States Supreme Court issued its decision in *Mahmoud v. Taylor*, which expands the rights of parents to opt their children out of public school curriculum that conflicts with their sincerely held religious beliefs. In *Mahmoud*, the Court held that the plaintiff parents had a constitutional right under the U.S. Constitution's First Amendment Free Exercise Clause to be notified of and to opt their children out of certain school instruction which included books with LGBTQ+ themes. The Court emphasized that the school board's introduction of LGBTQ+ inclusive storybooks as part of its English Language Arts curriculum, along with its decision to withhold parental opt-out options, placed an impermissible burden on the parents' free exercise of their religion.

The Court was careful to clarify that its ruling does not prohibit public schools from adopting inclusive curriculum which covers LGBTQ+ issues or various other topics which can raise differing viewpoints, nor does it disturb the equal protection principle requiring public schools to treat all students equally. Rather, the case addresses parental rights to withdraw children from lessons that conflict with religious beliefs, and is specific to school board adopted curriculum materials that present a particular viewpoint relative to LGBTQ+ topics.

Scope of the Court's Decision

Mahmoud came before the Court on a request for temporary injunction. The Court granted the injunction stating "until all appellate review in this case is completed, the Board should be ordered to notify [parents] in advance whenever one of the books in question or any other similar book is to be used in any way and to allow them to have their children excused from that instruction." The Court then remanded the case to the lower court to fashion an injunction consistent with the Court's holding.

From this, there are a few critical points: (a) the case involved Board approved curriculum materials, as opposed to materials selected by individual teachers in furtherance of the curriculum; (b) the decision is specific to the LGBTQ+ materials that furthered a particular position regarding inclusion and acceptance of LGBTQ+ concepts; (c) the school board in this case had opted to prohibit opting out, which the Court found problematic; and (d) the Court's order refers only to the specific types of materials involved in the case.

At this juncture, it is not clear that an advance notice requirement and subsequent opt-out right will be broader than just the types of LGBTQ+ materials selected by the Board and for which parents were prohibited from opting out. Further proceedings may illuminate circumstances requiring advance notice and opt-out rights, but that remains to be seen.

Policy Implications

At this juncture, existing Neola policy templates afford sufficient tools to enable boards to honor the First Amendment concerns addressed in the decision. Specifically:

- Policy 2414 - Human Growth and Development. This policy implements Wis. Stat. § 118.019 to require each school district that offers human growth and development instruction to allow parents to opt their children out of such instruction. Parents must be provided with an opportunity to review the instructional materials and may excuse their child by submitting a written request. When providing notice relative to the HGD curriculum, districts should identify any

curriculum-related materials that cover LGBTQ+ concepts specifically.

- Policy 2270 – Religion in the Curriculum. This policy implements Wis. Stat. § 118.15(3)(c) to allow a parent to withdraw a child from any class or program if the instruction conflicts with the parent's religious beliefs, provided the school is notified. When providing parental notification regarding their right to review the curriculum, and the process for opting out of instruction that conflicts with one's religious beliefs. Districts should identify any curriculum-related materials that cover LGBTQ+ topics.

- Policy 2240 – Controversial Issues in the Classroom. This policy covers the obligations of instructional staff to avoid controversial issues, except in a specific set of parameters. This policy and communicating its contents to staff members is an important of facilitating compliance with parental notification and opt-out rights relative to instruction conflicting with the parents' religious beliefs.

Additional Considerations

As noted, there are no current recommended policy revisions. Rather, it will be important to remind staff of the above-referenced policies, and their role in assisting the schools' efforts to provide parental notification where required. In addition, districts should consider the following proactive measures:

- Conduct an internal audit of curriculum and instructional materials involving potentially controversial topics, particularly any curriculum or materials that address LGBTQ+ topics. Evaluate whether those materials are appropriate
    - Is the content a part of required reading material, a classroom library, or part of the daily lesson plan?
    - Is the content neutral or potentially hostile to specific religious beliefs or practices?
    - What are the ages of the children receiving the instructional materials and are they age-appropriate?
- Review opt-out notification procedures to assure that opt-out information and curriculum review information are provided to parents, and that the school is equipped to receive and honor valid requests.
- Review alternative instruction options so that if parents opt students out of instruction more regularly, there is a plan to provide replacement instruction.

Neola will continue to monitor this case and other cases involving similar concepts that are working their way through the judicial review process. When any policy revisions become necessary, we will communicate that to Neola clients and propose any such revisions.

Disclaimer: This memorandum is provided for informational purposes only. It does not constitute legal advice and does not create an attorney-client relationship. Questions about the content of this memorandum should be directed to legal counsel.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Vol. 35, No. 1 - November 2025 DOJ Issues New Rule Concerning Web Content and Mobile App Accessibility
Code	04 - Legal Alert
Status	

Legal Alert

To: Neola Clients

From: Renning, Lewis & Lacy, S.C.

Re: DOJ Issues New Rule Concerning Web Content and Mobile App Accessibility

Date: November 2025

On April 24, 2024, the U.S. Department of Justice ("DOJ") published a final rule under Title II of the Americans with Disabilities Act ("ADA") requiring state and local government entities — including public schools — to make web content and mobile applications accessible to individuals with disabilities. This rule marks the first time that the DOJ has adopted a specific technical standard for digital accessibility.

The ADA was originally enacted in 1990 to ensure that individuals with disabilities are not excluded from participation in public programs and services. While the ADA has long required effective communication and equal access, this rule clarifies the application of these principles to digital environments (i.e., websites and apps). In issuing the Final Rule, the DOJ emphasized the fact that state and local governments are increasingly providing services through websites and mobile applications. Consequently, when these digital platforms are inaccessible, they create barriers for people with disabilities to access government services; in the school context, this can include access to educational resources and course materials, registration and enrollment systems, parent portals and communication platforms, and online forms and applications. For this reason, the DOJ determined it was the appropriate time to adopt a technical standard = Web Content Accessibility Guidelines ("WCAG") 2.1, Level AA – to ensure digital content is accessible.

School districts that have a population of 50,000+ people have to comply with the new technical standard by April 24, 2026; school districts with populations of fewer than 50,000 have until April 26, 2027, to comply. Wisconsin school districts will want to use population estimates in the most recent Small Area Income and Poverty Estimates (SAIPE) to determine which deadline applies to them. School districts entirely within one City or County may rely on the population of that city or county.

Once a district is obligated to comply with the Final Rule, its web content (i.e., information and experiences available on the web, including text, images, sound, videos, and documents) and mobile applications (i.e., software applications downloaded and designed to run on mobile devices), along with web content/mobile apps provided or managed by third-parties on behalf of the district will have to meet the WCAG 2.1, Level AA standard, which includes features such as alternative text for images, keyboard navigation, sufficient contrast for text, captioning and transcripts for audio/video content, and logical structure and screen reader compatibility.

While the regulations apply to nearly all web content and mobile apps, there are a few limited exceptions: archived web content; preexisting conventional electronic documents; third-party posted content (i.e., content not posted by contracted vendors); individualized password-protected documents (i.e., documents about specific persons, properties, or accounts that can only be accessed through the use of a password); and preexisting social media posts. In order for the archived web content exception to apply, the content has to (a) have been created before the compliance date, (b) be maintained solely for reference, research, or recordkeeping purposes and in a special archive section on the website, and (c) remain unchanged since it was archived. Similarly, preexisting conventional electronic documents (e.g., word processing, presentation, PDF, or spreadsheet files) have to have been available before the compliance date and not be currently used for applying, accessing, or participating in district services in order to avoid having to comply with the WCAG 2.1, Level AA standard. Importantly, even when an exception applies, the district must still provide effective communication and reasonable modifications under existing ADA obligations.

To assist districts with their compliance obligations under the Final Rule, Neola has updated Policy and Administrative Guideline 7540.02 to specify the WCAG 2.1, Level AA standard, along with the five (5) exceptions referenced above. Additionally, the

vendor/contract procurement language in the documents has been strengthened.

In advance of their applicable compliance deadline, Neola recommends that districts conduct Accessibility Audits – i.e., inventory all district websites, web applications, and mobile apps to assess their current WCAG 2.1, Level AA compliance status. If web content or a mobile app is found not to meet the new technical standard, the district should promptly remediate the situation. Be advised, this may prove more challenging than one might initially think; for example, some districts have a fair amount of content on their district websites that is posted in the Portable Document Format (i.e., PDFs), which, unfortunately, is not always compliant with the WCAG 2.1, Level AA standard.

Relatedly, as specified in Policy and AG 7540.02, districts will need to prospectively conduct accessibility testing and annual compliance audits, and provide a means for users to submit any concerns they may have related to web content or mobile apps not being accessible.

Next, in addition to auditing existing content and apps to assess their accessibility, districts should review new and existing contracts (and related RFPs) with the vendors it uses to host/publish web content and/or operate mobile apps on its behalf to verify those agreements which require the vendors to comply with the WCAG 2.1, Level AA standard. To that end, districts will want to work with their local legal counsel to ensure future contracts contain language requiring vendors to ensure "all web content and mobile applications meet or exceed Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards as required by Title II of the Americans with Disabilities Act, 28 C.F.R. § 35.104." Likewise, districts will want those contracts to provide for vendor liability for ADA non-compliance, the right for the district to terminate a contract for a vendor's accessibility failures, and the opportunity for the district to recover any legal defense costs and damages associated with a lawsuit alleging a failure by the district to meet its ADA-accessibility obligations.

Finally, it will be important for districts to ensure relevant staff are appropriately trained concerning the new technical standard so that they can assist their districts in complying with WCAG 2.1, Level AA, so persons with disabilities will be able to access – on a nondiscriminatory basis – the district's programs and services as offered on their web content and mobile apps.

Information contained in this Legal Alert is provided for the general education and knowledge of its readers. It is not designed to be, and should not be used as, the sole source of information when analyzing and addressing a legal problem/issue, and it should not be substituted for legal advice, which relies on a specific factual analysis. Moreover, the laws of each jurisdiction are different and are constantly evolving. The information in this Legal Alert is not intended to create, and receipt of it does not constitute, an attorney-client relationship. If you have specific questions regarding a particular fact situation, you should obtain the services of competent legal counsel.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	2025 COPPA Rule - Implications for K-12 Public Schools
Code	05 - Legal Alert
Status	

Legal Alert

To: Neola Clients

From: Peters Kalail & Markakis Co., L.P.A.

Re: 2025 COPPA Rule – Implications for K-12 Public Schools

Date: August 2025

The Children's Online Privacy Protection Act ("COPPA") was enacted in 1998 to provide parents with control over the personal information collected from children under the age of thirteen (13) by websites and online services. COPPA's implementing regulations are overseen by the Federal Trade Commission ("FTC"), which is required by law to review the COPPA Rule every five (5) years. The original COPPA Rule, implemented in 2000, was last substantively amended in 2013 to reflect emerging technologies, including the increased use of mobile apps and social networking platforms by children. While the previous rules focused primarily on basic parental consent and data collection practices, the new rules are the most sweeping to date and respond to dramatic shifts in how children interact with online platforms, including the rise of artificial intelligence and biometric data use. The 2025 amendments significantly expand protections by requiring separate parental consent for third party data sharing, implementing more prescriptive security requirements, establishing data retention limits, and broadening the definition of personal information.

The 2025 Final Rule was published on April 22, 2025, and became effective on June 23, 2025, with full compliance required by April 22, 2026 (except for specific provisions pertaining to COPPA's safe harbor programs).

While COPPA primarily regulates commercial operators of websites and online services directed to children under thirteen (13), school districts are allowed to give consent to ed tech companies in lieu of parental consent as long as that data is solely used for educational purposes and not commercially. Nothing in the Final Rule alters the FTC's established guidance that permits schools to adopt educational technology without obtaining individual parental consent for each student. Nevertheless, schools must ensure that vendor platforms comply with the revised COPPA Rule and must train staff accordingly (i.e., concerning student data privacy).

KEY PROVISIONS AFFECTING K-12 SCHOOLS

- **Parental Consent and Educational Use**: Operators must now obtain verifiable parental consent before children's data (i.e., personally identifiable information ("PII")) is collected, used, or disclosed to third parties. This change is critical to ed tech vendors using third party analytics, advertising, or AI tools. Consent must be specific to each third party and disclosure purpose.
- **Definition of Personal Information**: The Final Rule contains an expanded definition of PII, which now includes biometric identifiers (e.g., fingerprints, faceprints, retina or iris scans, voiceprints), online contact information, persistent identifiers, and government-issued identifiers (e.g., Social Security Numbers, State identification numbers, birth certificates, or passport numbers). This expansion means schools and their vendors must reassess the data they collect, even passively.
- **Enhanced Transparency**: Operators are now required to provide clear, direct, written notice to parents (or schools acting as proxies) about how they plan to collect, use, and disclose children's data upon receiving consent. Specifically, the operator must identify what personal information is collected, how they intend to use it, the identities or specific categories of third parties receiving the data, the purposes for each data disclosure, and the operator's data retention and deletion practices.
- **Data Retention and Deletion**: Operators must establish and publish a written data retention policy, which places limits on how long children's data can be retained (it cannot be indefinite). Further, the Rule states that the data can be

retained only as long as is reasonably necessary to fulfill the specific purpose for which it was collected.

- **Separate Parental Consent for Third Party Disclosures**: Schools must ensure their contracts require vendors to obtain separate parental consent if any student data is disclosed beyond the school-authorized purpose.
- **Cybersecurity Requirements**: Operators must implement a written information security program that is tailored to the sensitivity of student data, including conducting annual risk assessments, and scaled to the operator's size, complexity, and nature and scope of activities. It will be important for schools to require vendors to certify compliance.
- **Clarification on Mixed Audience Sites**: Websites that attract both children and general users must implement "neutral" age gates and cannot collect any personal data until age is verified. Many K–8 tools fall into this category and must be configured accordingly.

WHAT SHOULD DISTRICTS BE DOING BETWEEN NOW AND APRIL 22, 2026?

- **Conduct a Tech Audit/Carefully Analyze Vendor Agreements**: When entering or renewing vendor contracts, schools should:
    - **Require Explicit Educational Purpose Clauses**: Ensure all contracts clearly state that student data will be used solely for educational purposes, not commercial activities or targeted advertising.
    - **Demand Data Retention Policies**: The Final Rule requires operators to obtain separate parental consent before disclosing children's personal information to any third party. The district's contracts need to specify data retention periods and deletion procedures.
    - **Verify Security Measures**: Request documentation of vendors' written security programs, including annual risk assessments and specific safeguards for children's data.
    - **Include Audit Rights**: Build in contractual rights to audit vendor compliance with COPPA requirements and data handling practices.
    - **Address Biometric Data**: For any systems collecting biometric information (facial recognition for security, fingerprint scanners), ensure specific protections and limitations are contractually defined.
    - **Indemnification Clauses**: Schools should seek to include indemnification clauses related to a vendor's non-compliance.
- **Train Staff on Updated COPPA Requirements**: Ensure staff (e.g., teachers, media specialists, and technology coordinators) understand the revised consent requirements, limitations on new platform usage, and how to identify PII under the 2025 Final Rule.
- **Update Parental Notification Practices**: Create/update template notices that explain what data is collected, which platforms are used, and how parents can opt out or view their child's data.

The FTC noted when it announced the 2025 COPPA Rule that it was coming at a critical time, as companies are increasingly trying to profit off children's data, and large ed tech companies are experiencing significant cybersecurity incidents that have led to mass breaches of sensitive student data. With these events as background, the Final new Rule seeks to strengthen parental control and impose stricter data privacy and security requirements that will directly affect K-12 operations. Proactive compliance—through staff training, contract review, and vendor oversight—is essential to safeguard student privacy and minimize institutional risk. Neola urges its client to act promptly to ensure vendor compliance by the April 22, 2026 full compliance deadline, while immediately reviewing new contracts under the enhanced standards taking effect June 23, 2025.

For further details, consult:

The Final Rule at https://www.federalregister.gov/documents/2025/04/22/2025-05904/childrens-online-privacy-protection-rule and the FTC's COPPA FAQs at https://www.ftc.gov/business-guidance/resources/complying-coppa-frequently-asked-questions.

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Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of DEFINITIONS ok CB
Code	po0100
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Adopted	December 9, 2019
Last Revised	December 8, 2025

0100 **- DEFINITIONS**

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

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

Administrative Guideline

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

Administrator

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

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

Apps and Web Services

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

Board

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

Bylaw

Rule of the Board for its own governance.

Clerk

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

District

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

District Administrator

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

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

District Records Custodian

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

Due Process

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

Full Board

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

Information Resources

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

Law Enforcement Officer(s) or Agency(ies)

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

Legal Custodian of Records

See "District Records Custodian".

Legal Notice

Legal notice means every notice required by law to be published in a newspaper or other publication. There are three (3) classes of notices: class 1 (requiring one (1) insertion); class 2 (requiring two (2) insertions); and class 3 (requiring three (3) insertions). When more than one (1) insertion is required, the notice must be published once each week for consecutive weeks, with the last notice published at least one (1) week before the act or event, unless otherwise specified by law. Sunday publication is permitted.

Local Public Office Holder or Official

Individuals holding those positions designated by the Board as local public offices in compliance with 19.32 (1 dm), 19.42 (7w)(a) (f) and (g), Wis. Stats.

May

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

Medical Advisor

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

Meeting

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

Official Newspaper

A newspaper may be designated by the Board under 985.05, Wis. Stats. Other publication options are available to the Board pursuant to 120.11(4), Wis. Stats.

Parent

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

Personal Communication Devices

Personal communication devices (PCDs), also referred to as "wireless communication devices," means a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following: ~~include~~ computers, laptops, tablets, e-readers, cellular/mobile phones, smartphones, smartwatches, wearable technology, gaming devices, and/or other web-enabled devices of any type.

Policy

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

President

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

Principal

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

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

Professional Staff Member

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

Relative

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

School/District Classification

Per 115.01, Wis. Stats., Wisconsin school districts are classified as follows:

Common School Districts:

These districts are responsible for K-12 education, and are the most common type of district in Wisconsin, and operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

Unified School Districts:

These districts serve all grade levels, from kindergarten through high school, and operate pursuant to Subchapter II of Chapter 120, Wis. Stats.

Union High Schools:

These districts focus on high school education and are often formed by a group of smaller common school districts. They operate pursuant to Subchapter I of Chapter 120, Wis. Stats.

School Nurse

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

School Official

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

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

School Support Organizations (SSO)

Any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic, or social activities related to a school, that collects or receives money, materials, property, or securities from students, parents, or members of the general public. (Examples: Booster Club, Foundation, Parent-Teacher Association (PTA), Parent-Teacher Organization (PTO), Parent-Teacher Support Association)

Shall

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

Social Media

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

Student

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

Superintendent

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

Support Staff

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

Technology Resources

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

Treasurer

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

Vice-President

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

Voting

A vote at a meeting of the Board. The law requires that Board members must be present in order to have their vote officially recorded in the Board minutes and to be available for a roll call vote. A Board member’s presence at a meeting includes their presence if attending by telephone or other manner of remote access, so long as such remote access is compliant with State law. No voting by Proxy may be recorded or counted in an official vote of the Board. Remote access during quasi-judicial functions (e.g. termination hearings, expulsions) may be permitted after consultation with legal counsel.

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

Revised 7/13/20
Revised 6/13/22
Revised 11/14/22
Revised 5/8/23
Revised 6/10/24
T.C. 10/25/24

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Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of ORIENTATION ok CB
Code	po0142.7
Status	
Adopted	December 9, 2019

0142.7 - **ORIENTATION**

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of the District, and learn Board procedures. Accordingly, the Board shall give to each new Board member for ~~his/her~~ use and possession during their term on the Board, the following items:

A. access to the Board policy manual

B. (X) ~~a copy of each~~ access to the current employee handbook(s)

C. **(** X**)** review of any pending District litigation

D. **(**X **)** review of student achievement data and trends

E. **(X)** review of Board responsibilities and committees

Each new Board member shall be invited to meet with the Board President, the District Administrator, and/or the Business Manager **(X)** members of the District administrative team to discuss Board functions, policies, and procedures.

The Board shall encourage the attendance of each new Board member at orientation and training meetings.

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Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT OK CB
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Adopted	February 14, 2022
Last Revised	December 8, 2025

0144.5 - **BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the reputation or legal position of the District is ~~are~~ prohibited.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.

B. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).

C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).

D. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the Board and on the District.

E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.

F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.

G. Treat others with respect and dignity at all times, maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive~~,~~ or controversial matters, or matters involving disagreement.

H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

J. Render all decisions based on the available facts and independent judgment.

K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator in accordance with Policy 1100 - District Organization.

M. Communicate to other Board members, in accordance with the Open Meeting Law, and the District Administrator expressions of public reaction to Board policies and school programs (see Board Member Communication section below, Bylaw 0143.1 - Public Expression of Board Members, and Bylaw 0167.5 - Use of Electronic Mail).

N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.

O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

P. Refrain from using their Board positions for personal partisan gain.

Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

T. Disclose any actual or perceived conflict of interest.

U. Maintaining a stature that is above political pressure and partisanship.

V. Refusing to make statements or promises relating to a vote on any matter that must come before the Board as a whole.

W. Knowing the ONLY form of volunteering that a Board member can perform is providing infrequent assistance at school events/programs. Examples of infrequent assistance include school carnivals, assemblies, plays, award ceremonies, graduation ceremonies, reading to students as part of Read Across America, and interviewing students for mock employment/career planning. Board members are officers of the District and are perceived differently by District employees. Volunteering regularly in schools and classrooms places undue pressure on the principal, teachers, and staff. The seeds of favoritism, influence, and pressure exist when Board members are present and when Board members want to volunteer in schools on a regular basis.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

A. On behalf of the Board: normally, this is the function of the Board President or, in the President's absence, the Vice President. The Board may, by majority vote, delegate this responsibility to another Board member in a specific circumstance. In every case, the Board memberMember communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.

B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action if any on the subject matter.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, nondiscriminationnon-discrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by

majority vote of the Board.

Board member~~members~~ access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board members access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed-session meetings of the Board. Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).
Enforcement

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any parent, student, staff member or District resident~~person~~ and must~~can~~ be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President, who under such circumstances shall perform the duties of the Board President described in this policy. All Complaints shall bear the name and signature of the complainant and include a detailed description of the alleged misconduct, any evidence supporting the allegations, and the action/relief being requested.

The Board President may choose to consolidate complaints for consideration if more than one (1) individual files similar complaints, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

The President ~~or Vice President~~ shall review the complaint and ~~determine whether the officer can~~ investigate the matter. The President may~~or if the President or Vice President needs to~~ contact the School District's legal counsel for support in the investigation of the complaint and/or other matters related to the complaint. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy,

Board members are elected officials and therefore cannot be ~~disciplined,~~ prevented from participating in Board meetings, or removed from office by the Board. However, the~~The~~ Board may consider the following:

A. formal censure by resolution passed by a majority of the Board in an open session meeting of the Board;

B. removal from Board committee assignments that is an~~for the remainder of the year and until the following organizational meeting of the Board, at which time the President is authorized to continue to withhold committee assignment. Approval of this sanction is an adopted~~ exception to Bylaw 0155 - Committees;

C. restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda;

D. referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;

E. referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;

F. other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

If a complainant or any other person contacts an individual Board member, other than the Board President, to discuss a complaint or investigation under this policy, the Board member shall inform the person that the Board member has no authority to act in an individual capacity and shall refer the person to this bylaw or the Board President for further assistance.

Revised 6/13/22
T.C. 5/8/23
T.C. 3/11/24

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Legal

17.13, Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of BOARD MEMBER ANTI-HARASSMENT ok CB
Code	po0145
Status	
Adopted	December 9, 2019
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0145 - **BOARD MEMBER ANTI-HARASSMENT**

The Board is committed to an environment that is free of harassment. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it.

The Board will vigorously enforce its prohibition against harassment based on race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices (hereinafter referred to as "Protected Classes"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment.

The harassment of a District staff member, student or another Board member by a member of the Board is strictly forbidden. Any member who is found to have harassed a member of the staff, a student or another Board member, will be subject to discipline by the Board and may be reported to law enforcement authorities. (See Bylaw ~~Policy~~ 0144.5 - Board Member Behavior, Communications, and Code of Conduct)

The Board believes that sexual or other forms of offensive speech and conduct are wholly inappropriate to the harmonious relationships necessary to the operation of the District and intolerable in an environment in which students and staff members of this District function.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature whenever submission to such conduct is made a condition of employment or a basis for an employment decision, or when such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive working environment. Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation. (See also Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination, Equal Employment Opportunity, and Anti-Harassment~~Nondiscrimination and Equal Employment Opportunity~~ and~~,~~ Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities~~, Policy 3122 – Nondiscrimination and Equal Employment Opportunity, and Policy 4122 – Nondiscrimination and Equal Employment Opportunity~~)

~~Other forms of harassment include verbal or non-verbal expression related to race, gender, age, religion, disability, pregnancy, or sexual orientation.~~

Substantial interference with a person/employee's work performance or creation of an intimidating, hostile, or offensive work environment is established when the conduct based on sex or one of the other Protected Classes referenced above, is such that a reasonable person under the same circumstances as the person/employee would consider the conduct sufficiently severe or pervasive so as to interfere substantially with the person's work performance or create an intimidating, hostile, or offensive work environment. (See also Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members)

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Legal	118.13, 120.13(1), 111.32(13), 111.36(1) Wis. Stats. P.I. 9, Wis. Adm. Code Title IX Education Amendments of 1972, Chapter 227

Book	Policy Manual
Section	0000 Bylaws
Title	Copy of COMMITTEES ok CP
Code	po0155
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0155 - **COMMITTEES**

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the contemplated closed meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation, and recording appropriate minutes of the meeting. A committee shall require a quorum, consisting of a majority of its members, to take any action. A committee may conduct a closed meeting provided it is for one of the purposes described in Bylaw 0167 and the committee abides by all requirements for the conduct of a closed meeting.

The President is authorized to appoint members of the Board to standing committees or positions where they shall serve a term of one (1) year. The President shall delegate the duty to make appointments to the Vice-President in the case of conflict of interest directly related to the purpose of an appointed position. In the case of a conflict of interest on the part of the Vice-President, this authority shall be delegated to the Treasurer, and in the case of a conflict of interest on the part of the Treasurer, this authority shall be delegated to the Clerk. The following are the standing committees or positions:

A. ~~Audit of the Bills Committee~~

B. a member to serve as the Legislative Liaison

C. a member to the WCAN Consortium Committee

D. two (2) to three (3) members to the Union Contract Negotiating Committee

E. a member to the Wausau School Foundation Board

F. a member to the Gifted and Talented Committee

G. a member to serve as a liaison to the Marathon County Extension, Education, and Economic Development Committee

Ad hoc committees may be created and changed at any time by the President.

Members of ad hoc committees shall serve until the committee is discharged.

The District Administrator shall serve as an ex-officio member of each committee.

A member may request (or refuse) appointment to a committee.

Refusal to serve on any one (1) committee shall not be grounds for failure to appoint a member to another committee.

The Board President will recommend a Board member to the appointment of the following positions and the Board will vote to approve the appointee at the annual Board Reorganization meeting:

A. delegate and alternate delegate to the Wisconsin Association of School Board Convention

B. a member to the CESA 9 Annual Meeting

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Book	Policy Manual
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Title	Copy of BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP ok CB
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1210 - **BOARD - DISTRICT ADMINISTRATOR RELATIONSHIP**

The Board believes that, in general, it is the primary duty of the Board to establish policies and that of the District Administrator to administer such policies. Policy should not be originated or changed without the input or recommendation of the District Administrator. The District Administrator should be given the latitude to determine the best method of implementing the policies of the Board.

The District Administrator, as the ~~chief administrative officer~~administrative head of the District, is the primary professional advisor to the Board. As such, the District Administrator~~S/He~~ is responsible for the development, supervision, and operation of the school program and facilities, including the development of administrative guidelines consistent with Policy 1230.01 – Development of Administrative Guidelines.

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

In the interests of promoting and maintaining a healthy and productive work environment, the District Administrator shall report to the Board President any information regarding Board member conduct in violation of Policy 3362.01/Policy 4362.01 - Threatening Behavior Toward Staff Members~~, Policy 4362.01 - Threatening Behavior Toward Staff Members,~~ or Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct. If such a report involves the Board President, the Board Vice-President shall be notified.

The Board is responsible for determining the success of the District Administrator in meeting the goals established by the Board through annual evaluations of the District Administrator's performance. As the administrative head of the District, the District Administrator may delegate duties and responsibilities, including those contained in Board policy, to appropriate members of the staff. Those staff performing such duties and responsibilities shall be held accountable by the District Administrator for their performance as employees of the District. **[X]** The Board shall hold the District Administrator accountable for the administration of the District, actions taken by the District Administrator, and the District Administrator's personal behavior. (See Policy 1240 - Evaluation of the District Administrator) **~~[END OF OPTION]~~**

[X **]** Individual Board members who receive communications regarding matters within the purview of the administration including, but not limited to, personnel concerns or student/parent concerns, shall immediately refer concerns to the District Administrator, or if the concern relates to the District Administrator, to the Board President. **~~[END OF OPTION]~~**

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Book	Policy Manual
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Title	Copy of DEVELOPMENT OF ADMINISTRATIVE GUIDELINES -- OK per TAG
Code	po1230.01
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1230.01 - **DEVELOPMENT OF ADMINISTRATIVE GUIDELINES**

The Board ~~of Education~~ delegates to the District Administrator the function of designing and implementing the guidelines, required actions, and detailed arrangements under which the District will operate. These administrative guidelines shall not be inconsistent with the policies adopted by the Board.

The Board itself will formulate and adopt administrative guidelines and rules only when required by law, and when the District Administrator recommends Board adoption.

The District Administrator may also issue such administrative and student handbooks as the District Administrator~~s/he~~ may consider necessary for the effective administration of the schools and distribute them to employees and students and/or their parents.

X The District Administrator may consult with appropriate District leadership and stakeholders, when appropriate, during the development of administrative guidelines. ~~**[END OF OPTION]**~~

As long as the provisions of these administrative guidelines and handbooks are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees and students.

X All current administrative guidelines **(**~~**-X)**~~ and handbooks ~~**[END OF INTERNAL OPTION]**~~ shall be published on the District website and be readily accessible to staff, students, parents, and community members to ensure transparency and ease of access. ~~**[END OF OPTIONAL SENTENCE]**~~

X The District Administrator shall maintain a current organizational chart to which immediate reference can be made by the Board or any employee of the Board.

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Legal 118.24, Wis. Stats.

Book	Policy Manual
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Title	Copy of EVALUATION OF THE DISTRICT ADMINISTRATOR ok CB
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1240 - **EVALUATION OF THE DISTRICT ADMINISTRATOR**

The Board ~~of Education~~ believes it is essential that it evaluate the District Administrator's performance periodically in order to assist both the Board and the District Administrator in the proper discharge of their responsibilities and to enable the Board to provide the District with the best possible leadership.

The Board shall annually, no later than August 15 evaluate the performance of the District Administrator. ~~( ) (See Policy 1110 - Assessment of District Goals)~~ **~~[END OF OPTIONS]~~** Such evaluation shall include an assessment of:

A. the progress toward the educational goals of the District;

B. the working relationship between the Board and the District Administrator;

Such assessments will be based on defined quality expectations developed by the Board for each criterion ~~criteria~~ being assessed.

The Board and the District Administrator, jointly, shall, at the outset of each evaluation, determine the method by which the evaluation shall be conducted. Such a method may include:

A. the District Administrator's own self-analysis of the current status of the District;

B. a compilation of assessments by individual Board members, which shall then be reviewed jointly by the Board and District Administrator;

C. evaluation interviews between the Board and District Administrator during which no other business is discussed;

Except for those periodic written evaluations required by law, not all evaluations that occur under this policy need to be reduced to a written document, provided that the Board is satisfied that a more informal process or outcome is sufficient at the time of the evaluation in question. However, at a minimum, a memo shall be inserted into the District Administrator's personnel file to document the date any verbal evaluation occurred. The Board President shall work with the District Administrator to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion.

As an outcome of the evaluation of the District Administrator's performance, the Board should be prepared to judge the advisability of retention of the District Administrator and be prepared better to:

A. **(X)** make decisions related to the District Administrator's contract renewal;

B. determine the District Administrator's salary **( )** and performace-based incentives **[END OF OPTION]**;

C. identify strengths and weaknesses in the operation of the District and determine means by which weaknesses can be reduced and strengths are maintained;

D. establish specific objectives, the achievement of which will advance the District toward its goals;

E. ~~**( )** determine progress toward District strategic goals as outlined in Policy 1110 - Assessment of District Goals;~~

Each time such a goal(s) is/are established, the Board will work with the District Administrator to identify measurement mechanisms and performance indicators related to assessing future progress on the goal(s).

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Book	Policy Manual
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1260 - **INCAPACITY OF THE DISTRICT ADMINISTRATOR**

It is the duty of the Board to appoint the Assistant Superintendent~~/Chief Finance and Business Services Officer~~ of Operations as the District Administrator 'pro tempore' upon a determination that the District Administrator is incapacitated in such a manner that the District Administrator is unable to perform the duties of the office. Until such appointment, the Board President shall have the authority to take or delegate necessary administrative actions on behalf of the District.

The Board shall fix the compensation of the District Administrator 'pro tempore' who shall serve, pending further determination of the District Administrator's ability to perform assigned duties and functions, or until the District Administrator's employment ends and a new District Administrator assumes office. District Administrator 'pro tempore' shall perform all of the duties and functions of the District Administrator, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination.

The Board will exercise its authority under law to determine the incapacity of the District Administrator and to place the District Administrator on leave for a physical or mental condition that affects the District Administrator's ability to perform assigned duties in conformance with the law. The Board may require that the District Administrator submit to an appropriate examination by a healthcare provider of the District Administrator's choice, a healthcare provider designated and compensated by the District, or both.

The District Administrator will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board and to allow the Board to speak to the health care provider who conducted the medical examination if clarification is needed. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

If the Board determines that the District Administrator is unable to perform the duties of the office, the District Administrator may:

A. at the District Administrator's request, be placed on sick leave, with pay, not to exceed the amount of accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by Board policy;

B. at the request of the Board be placed on sick leave with such pay to which the District Administrator may be entitled or which may be authorized by Board policy;

C. at the District Administrator's request, be placed on a leave without pay.

As required by Federal law and regulation and Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the Board shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual’s family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of such examination, the District Administrator is found to be unable to perform assigned duties, the District Administrator may be placed on a leave of absence until such time as the District Administrator is able to return to the performance of the position or other action is taken.

Should the District Administrator refuse to submit to an examination such action constitutes insubordination.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 1630.01 as provided by law.

The foregoing leave shall not extend beyond the contract of the District Administrator.

The District Administrator shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the District Administrator to establish to its satisfaction that the District Administrator is capable of resuming such duties on a full-time basis.

The Board may demand that the District Administrator return to active service upon medical documentation that the District Administrator is able to resume the position's duties.

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Book	Policy Manual
Section	1000 Administration
Title	Copy of DISTRICT ADMINISTRATOR JOB DESCRIPTION ok CP
Code	po1400.01
Status	
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1400.01 - **DISTRICT ADMINISTRATOR JOB DESCRIPTION**

POSITION TITLE: Superintendent of Schools

Qualifications: Wisconsin Certification as a District Administrator

(Required)

A minimum of five (5) years successful experience as an administrator in progressively responsible positions.

Qualifications: Doctoral degree from an accredited program

(Desired)

Reports to: Board of Education of the Wausau School District

Supervises: Assistant Superintendent of ~~Business~~ Academics

~~Chief Finance and Business Services Officer~~
Assistant Superintendent of Operations

~~Director of Human Resources and Employee Relations~~

~~Director of Technology and Media Services~~

~~Coordinator of Community Relations~~

~~Director of Pupil Services~~

~~Director of Special Education~~

~~Director of Secondary Education~~

~~Director of Teaching, Learning, and Leadership Integration~~

~~Coordinator of Professional Development~~

Administrative Assistant/Board Secretary/Deputy Clerk

Position Goal: Provide leadership to improve student learning by developing a collective District vision and shaping District culture; developing procedures for working with the Board of Education to define mutual expectations; articulating District purpose and priorities to the community and aligning constituencies in support of District priorities; demonstrating executive leadership by establishing operational plans and processes; overseeing the design of effective curriculum, instruction, and assessment systems; applying effective staff development, supervision, and evaluation models; and understanding and modeling appropriate value systems, ethics, and moral leadership.

Terms of 12-month position with salary and benefits as determined by the

Employment: Board of Education

Standard 1: Leadership and District Culture

The Superintendent demonstrates executive leadership in developing a collective District vision, shapes school culture and climate, uses information, frames problems, exercises leadership processes to achieve common goals, and acts ethically for educational communities.

Indicators. The Superintendent knows and is able to:

A. Formulate a written vision statement on the future direction of the District and facilitate a collaborative process that leads to the development of District goals.

B. Demonstrate an awareness of global issues and a reasoned understanding of major historical, philosophical, ethical, social, political, and economic influences on education in a democratic society affecting executive leadership, schools, staff, and students.

C. Promote academic rigor in teaching and learning among staff and students to raise student performance on state assessments, and promote the demonstration of critical thinking and ethical behaviors among students.

D. Demonstrate skills in empowering others to reach high levels of performance.

E. Frame, analyze, and resolve problems using appropriate problem-solving techniques and decision-making skills.

F. Recognize District culture, organizational health, and respect for diversity.

G. Use tested leadership and motivation theories and best practices to create conditions that motivate staff, students, and the community to achieve the District vision.

H. Facilitate cooperation with other governmental bodies and various constituencies.

I. Exhibit multicultural and ethnic understanding and a passion for equity.

Standard 2: Policy and Governance

The Superintendent will develop procedures for working with the Board of Education that define mutual expectations, working relationships, and strategies for formulating District policy for external and internal programs; adjust local policy to state and federal requirements and constitutional provisions, standards, and regulatory applications; and recognize and apply standards involving civil and criminal liabilities.

Indicators. The Superintendent knows and is able to:

A. Describe the system of public school governance in our democracy.

B. Describe procedures for Superintendent-Board of Education interpersonal working relationships.

C. Formulate District policy for internal and external programs.

D. Relate local policy to state and federal regulations and requirements.

E. Describe procedures to avoid civil and criminal liabilities.

Standard 3: Communication and Community Relations

The Superintendent will articulate District purpose and priorities to the community; request and respond to community feedback; demonstrate consensus building and conflict mediation; formulate and execute plans for internal/external communication; exhibit an understanding of school districts as political systems by applying communication skills to strengthen community support; align constituencies in support of District priorities; build coalitions to gain financial and programmatic support; formulate strategies for referenda; and relate political initiatives to the welfare of children.

Indicators. The Superintendent knows and is able to:

A. Articulate the District’s vision, mission, and priorities to the community.

B. Demonstrate an understanding of political theory and skills needed to build community support for District priorities.

C. Understand and be able to communicate with all cultural groups in the community.

D. Demonstrate that good judgment and actions communicate as well as words.

E. Develop formal and informal techniques to gain external perceptions of the District.

F. Communicate and project an articulate position for education.

G. Demonstrate group membership and leadership skills.

H. Identify the political forces in a community.

I. Identify the political context of the community environment.

J. Formulate strategies for passing referenda.

K. Influence the community to adopt initiatives for the welfare of students.

L. Demonstrate conflict mediation.

M. Demonstrate consensus building.

N. Promote school-community relations, school-business partnerships, and related public service activities.

O. Develop and carry out internal and external communication plans.

Standard 4: Leadership and Organizational Management

The Superintendent will demonstrate executive leadership by establishing operational plans and processes that reflect an understanding of school finance, resource allocation, and systems management so that progress can be monitored and adjusted when necessary.

Indicators. The Superintendent knows and is able to:

A. Develop and implement operational plans and processes to accomplish strategic goals using practical applications of organizational theories.

B. Apply a systems perspective that recognizes schools as interactive internal systems operating within external environments.

C. Implement appropriate management techniques and group processes to define roles, assign functions, delegate effectively, and determine accountability for attaining goals.

D. Monitor and assess the progress of activities, making adjustments and formulating new action steps as necessary.

E. Exhibit an understanding of school finance, including budget and data management, budget creation, legal aspects of managing resources, and problem solving.

Standard 5: Curriculum Planning and Development

The Superintendent must be able to oversee the design of curriculum and the development of a strategic curriculum plan that is standards based and enhances teaching and learning in multiple contexts.

Indicators. The Superintendent knows and is able to:

A. Develop curriculum design and delivery systems for diverse school communities.

B. Create developmentally appropriate curriculum and instructional practices.

C. Assess students' present and future learning needs.

D. Create curricula based on research, recommended standards of learned societies, informed practice, and state and federal policies and mandates.

E. Demonstrate an understanding of curricular alignment to ensure improved student performance and higher-order thinking.

F. Evaluate and refine curricular, co-curricular, and extracurricular programs.

G. Use technology, communications, and information systems to enrich curriculum development, delivery, and assessment.

Standard 6: Instructional Management

The Superintendent will exhibit knowledge of instructional management by implementing a system that includes research findings on learning and instructional strategies, instructional time, advanced electronic technologies, and resources to maximize student outcomes. He or she will also describe and apply research and best practice on integrating curriculum and resources for multicultural sensitivity and assessment strategies to help all students achieve at high levels.

Indicators. The Superintendent knows and is able to:

A. Develop, implement, and monitor change processes to improve student learning, adult development, and climates for learning.

B. Demonstrate an understanding of motivation in the instructional process.

C. Describe classroom management theories and techniques.

D. Demonstrate an understanding of the development of the total student, including his or her physical, social, emotional, cognitive, and linguistic needs.

E. Formulate a plan to assess teachers and other instructional staff members.

F. Analyze available instructional resources and assign them in the most cost-effective and equitable manner to enhance student outcomes.

G. Describe instructional strategies that are multiculturally sensitive and learning style oriented.

H. Describe methods for applying computer technology to instructional programs.

I. Describe alternative methods of monitoring and evaluating student achievement based on objectives and learning outcomes.

J. Describe how to interpret and use testing/assessment results to improve education.

K. Demonstrate knowledge of research findings on the use of a variety of instructional strategies.

L. Describe a student achievement monitoring and reporting system.

Standard 7: Human Resources Management

The Superintendent will demonstrate executive leadership by applying effective staff evaluation models and processes to staff performance; develop personnel recruitment, selection, development, and promotion procedures; understand legal issues related to human resources management; and implement effective evaluations and/or audits to deploy available human resources.

Indicators. The Superintendent knows and is able to:

A. Select and apply personnel recruitment, selection, development, and promotion procedures that enable the District to fill and maintain positions with qualified and motivated personnel.

B. Identify and apply effective staff evaluation models and processes appropriate to the performance being assessed.

C. Identify and anticipate problems related to human resources management of both certified and non-certified staff.

D. Interpret employment contracts and collective bargaining agreements.

E. Implement creditable evaluations and audits regarding the effective use of available human resources.

Standard 8: Values and Ethics of Leadership

The Superintendent should understand and model appropriate value systems, ethics, and moral leadership; know the role of education in a democratic society; exhibit multicultural and ethnic understanding and related behavior; adapt education programming to the needs of diverse constituencies; balance complex community demands in the best interest of the student; scan and monitor the environment for opportunities for staff and students; respond in an ethical and skillful way to the media; and coordinate social agencies and human services to help each student grow and develop as a caring, informed citizen.

Indicators. The Superintendent knows and is able to:

A. Exhibit multicultural and ethnic understanding and sensitivity.

B. Describe the role of education in a democratic society.

C. Demonstrate ethical and personal integrity.

D. Model accepted moral and ethical standards in all interactions.

E. Describe a strategy to promote the establishment and practice of a set of moral and ethical values in each classroom and school.

F. Describe how education can foster democracy and civic responsibility.

G. Formulate a plan to coordinate social, health, and other community agencies to support each child in the District.

PHYSICAL DEMANDS

Job Title:

In a sample 8-hour work period, the number of hours normally spent doing the listed activities is as follows:

	Level of Physical Demand		
	Occasional	Frequent	Constant

Physical Activity	1 - 2 hours 0 – 33% of time	3 - 5 hours 34 – 66% of time	6 - 8 hours 67 – 100% of time
Sitting			
Standing			
Walking			
Repetitive Motion			
Lifting			
Carrying			
Pushing			
Pulling			
Twisting			
Climbing			
Reaching			
Kneeling			
Crouching/Squatting			
Crawling			
Balancing			
Data Entry			
Other			

Environment: ☐ Office Environment ☐ Driving ☐ Warehouse ☐ Heights
☐ Confined Space

Environmental factors: ☐ Temperature Extremes ☐ External Weather Element
☐ Dust ☐ Other: _____

Lifting, Carrying, Pushing, Pulling	Occasional	Frequent	Constant
a. < 10 pounds			
b. 10-20 pounds			
c. 20-50 pounds			
d. 50-100 pounds			
e. >100 pounds with assistance			

Book	Policy Manual
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2131.01 - **READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT**

The Board shall approve a program of reading goals for students for grades four (4) year-old kindergarten and five (5) year-old kindergarten to twelve (12).

To promote students' ~~student's~~ reading skills, the Board requires the District Administrator to employ a certified reading specialist who will be responsible to develop and coordinate a comprehensive reading curriculum for students in grades four (4) year-old kindergarten and five (5) year-old kindergarten to twelve (12). The District Administrator may fulfill this obligation by contracting with another District or with the Cooperative Educational Service Agency for the services of a certified reading specialist.

The goals shall be based on an assessment of existing reading needs of students. Subsequently, the students shall be assessed based on the reading goals.

The Reading Specialist shall annually prepare a report evaluating the reading curriculum of the School District and forward the report to the District Administrator, who shall present the report to the Board.

Assessments of Reading Readiness

An appropriate, valid, and reliable assessment of literacy fundamentals selected by the Department of Public Instruction (DPI)~~Boar or the operator of each charter school established under 118.40(2r) or 118.40(2x), Wis. Stats.~~ shall be administered annually to each student enrolled in four (4) year old kindergarten through second grade. ~~The Board or operator of each charter school established under 118.40(2r) or 118.40(2x), Wis. Stats. shall require that the assessment selected evaluates whether a student possesses phonemic awareness and letter-sound knowledge.~~

The results of a student's assessment shall be reported to the student's parent.

A student whose assessment indicates that the student~~they are~~ is at risk of reading difficulty shall be provided with interventions.

Interventions or remedial reading services shall be provided for a student in five (5) year-old kindergarten to grade three (3) if the student is identified as at-risk based on the assessment tool.

Interventions

Within the period of time specified by law, the District Administrator shall, for each student identified as at-risk, do the following:

A. Create a personal reading plan for the student that includes at least all of the following:
    1. The student's specific early literacy skill deficiencies, as identified by the applicable assessment.
    2. Goals and benchmarks for the student's progress toward grade-level literacy skills.
    3. How the student's progress will be monitored.
    4. A description of the interventions and any additional instructional services that will be provided to the student to address the student's early literacy skill deficiencies.
    5. The programming using science-based early reading instruction, as defined in s. 118.015 (1c) (b), that the student's teacher will use to provide reading instruction to the student, addressing the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension.
    6. Strategies the student's parent is encouraged to use to help the student achieve grade-level literacy skills.
    7. Any additional services available and appropriate to accelerate the student's early literacy skill development.
B. Provide the interventions described in the student's personal reading plan to the student, as soon as practicable.
C. Monitor the student's progress at least weekly using the method described in the student's personal reading plan to determine whether the student demonstrates an inadequate rate of progress.

D. Provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the student's personal reading plan signed by the student's parent.

E. After providing the interventions described in the student's personal reading plan to the student for ten (10) weeks, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

TC 11/9/20

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Legal 115.77, 118.015, 118.016, 121.02 (1) (c), 121.02 (1) (d), Wis. Stats.

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Last Revised	July 13, 2020

2261.01**- PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS**

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

In accordance with the requirements of Federal law, programs supported by Title I funds must be planned and implemented in meaningful consultation with parents and family members of the students being served.

Each year, the District Administrator shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement plan (referred to as "policy" in Federal law) to establish expectations for the involvement of such parents and family members in the education of their children. The content and effectiveness of the ~~proposed~~ plan (policy) shall be reviewed ~~and approved~~ annually by the District~~Board~~ and distributed to parents and family members of children receiving Title I services.

In accordance with Federal law, the~~The~~ proposed plan (policy) must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

A. involve parents and family members in the development of the School District's Title I plans and any State-mandated comprehensive support and improvement plans;

B. provide coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family member involvement activities to improve student achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

C. coordinate and integrate parent and family member engagement strategies, to the extent feasible and appropriate, with other Federal, State, and local laws and programs;

D. with meaningful involvement of parents and family members, annually evaluate the content and effectiveness of the parent and family member engagement policy in improving the academic quality of schools, including:

1. identifying barriers to greater parent participation (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);

2. the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and

3. strategies to support successful school and family interactions;

E. use the findings of the above-referenced evaluation to:

1. design evidence-based strategies for more effective parental involvement; and,

2. revise the parent and family member engagement policy, if necessary;

F. involve parents in the activities of the District's Title I schools, which may include establishing a parent advisory board that may be charged with developing, revising and reviewing the parent and family member engagement policy;

G. provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency and/or disabilities, and parents and family members of migratory children), including providing information and school reports in a format, and to the extent practicable, in a language~~language,~~ such parents can understand;

H. conduct meetings with parents including provisions for flexible scheduling and assistance to parents to better assure their attendance at meetings;

I. develop agendas for parent meetings to include review and explanation of the curriculum, means of assessments, and the proficiency levels students are expected to achieve and maintain;

J. provide opportunities for parents to formulate suggestions, interact and share experiences with other parents, and participate appropriately in the decision-making about the program and revisions in the plan;

K. involve parents in the planning, review, and improvement of the Title I program;

L. communicate information concerning school performance profiles and their child's individual performance to parents;

M. assist parents in helping their children in achieving the objectives of the program ~~**( )** by such means as ensuring regular attendance, monitoring television watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like~~ **[END OF OPTION]**~~;~~

N. provide timely responses to parental questions, concerns, and recommendations;

O. coordinate and provide technical assistance and other support necessary to assist Title I schools to develop effective parent participation activities to improve academic achievement;

P. conduct other activities as appropriate to the Title I plan and State and Federal requirements.

The Board will reserve the requisite percent of its allocation of Federal Title I funds to carry out the above-described activities. Parents and family members of children receiving Title I services shall be involved in the decisions regarding how the reserved funds are allotted for parent and family member involvement activities. Reserved funds shall be used to carry out activities and strategies consistent with the Board's parent and family member engagement policy (Policy 2261.01), including at least one (1) of the following:

A. Supporting schools and nonprofit organizations in providing professional development for the District and school personnel regarding parent and family member engagement strategies, which may be provided jointly to teachers, principals, other school leaders, specialized instructional support personnel, paraprofessionals, early childhood educators, and parents and family members.

B. Supporting programs that reach parents and family members at home, in the community, and at school.

C. Disseminating information on best practices focused on parent and family member engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

D. Collaborating, or providing subgrants to schools to enable such schools to collaborate, with community-based or other organizations or employers with a record of success in improving and increasing parent and family member engagement.

E. Engaging in any other activities and strategies that the Board determines are appropriate and consistent with its parent and family member engagement policy.

The District Administrator must also assure that each Title I participating school develops a specific written plan, with parental involvement and agreement, which includes provisions regarding the following:

A. Each principal must convene an annual meeting at a convenient time to which all parents of participating children are invited and encouraged to attend to explain the parents' rights to be involved and the school's obligations to develop a parent and family member engagement policy.

B. Meetings with parents of children receiving Title I services must be scheduled at flexible times with assistance such as child care, transportation, home visits, or similar aid offered to parents to encourage their involvement.

C. Parents must be involved in an organized, ongoing~~on-going~~ and timely way in the development, review, and improvement of parent involvement activities, including the planning, review, and improvement of the school parent and family member engagement policy, and the joint development of the schoolwide program plan, if appropriate.

D. Parents of participating students must be provided with:

1. timely information about the Title I program and the school's parent and family member engagement policy;

2. description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels expected;

3. regular meetings, upon request, for parents to make suggestions, and to participate as appropriate, in decisions relating to the education of their children, and receive responses regarding the parents' suggestions about their student's education as soon as practicably possible.

E. If the written plan is not satisfactory to the parents of participating children, the school must submit any parents' comments when it presents the plan to the District Administrator.

F. As a component of the school-level parent and family member engagement policy, the principal for each school shall coordinate the development of a school-parent compact jointly with parents of children served under Title I which outlines how the school staff, the parents, and the student will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help students achieve the State's high standards. The compact must:

1. describe the school's responsibility to provide a high-quality curriculum and instruction in a supportive, effective learning environment;

2. describe the ways in which each parent is responsible for supporting their child's learning environment such as monitoring attendance, homework, extra-curricular activities, and excessive television watching; volunteering in the classroom; and participating, as appropriate, in decisions relating to the education of their children and their positive use of extra-curricular time;

3. address the importance of parent/teacher communication on an on-going basis through at least annual parent-teacher conferences to discuss the child's achievement and the compact; frequent progress reports to the parents on their child's progress; reasonable access to the staff and to observe and participate in classroom activities and regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

G. Parents of children receiving Title I services must be notified about their school's parent and family member engagement policy in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. These policies must also be made available to the community.

H. School-level parent and family member engagement policies must be updated periodically to meet the changing needs of parents and the schools.

In order to involve parents in the education of their children and to support a partnership among the school, parents and the community for improving student academic achievement, the District Administrator and building principals must include provisions in the School District and school-level parent and family member engagement policies regarding:

A. assisting parents of children served under Title I in understanding such topics as the State's academic standards, State and local academic assessments Title I, and how to monitor their child's progress and how to work with educators to improve their child's achievement;

B. providing materials and training to help parents work with their children to improve achievement, such as literacy training and using technology (including education about the harms of copyright privacy);

C. educating teachers, specialized instructional support personnel, school leaders (including principals), and other staff, with the assistance of parents, about the value and utility of contributions of parents, how to reach out to, communicate with, and work with parents as equal partners, how to implement and coordinate parent programs, and how to build ties between parents and the school;

D. to the extent feasible and appropriate, coordination and integration of parent involvement programs and activities with other Federal, State and local programs (including public preschool programs), and conducting other activities that encourage and support parents more fully participating in the education of their children (e.g., parent resource centers);

E. providing information related to school and parent programs, meetings, and other activities to parents of participating children in a format, and, to the extent practicable, in a language the parents can understand;

F. providing such reasonable support for parent involvement activities as parents may request.

In order to build the School District's capacity for parent involvement, the District Administrator and building principals may also:

A. involve parents in the development of training for teachers and administrators and other educators to improve the effectiveness of such training;

B. provide necessary literacy training from Title I funds if the District has exhausted all other reasonably available sources of funding for such training;

C. pay reasonable and necessary expenses associated with parental involvement activities to enable parents to participate in school-related meetings and training sessions, including transportation and child care costs;

D. train parents to enhance the involvement of other parents;

E. arrange school meetings at a variety of times, or conduct in-house conferences between teachers or other educators who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;

F. adopt and implement model approaches to improving parental involvement in Title I programs;

G. establish a District-wide parent advisory council to provide advice on all matters related to parental involvement programs;

H. develop appropriate roles for community-based organizations and businesses in parental involvement activities.

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Legal	20 U.S.C. 6318 34 C.F.R. Part 200 et seq.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of INTERSCHOLASTIC ATHLETICS Katie & Jon ok
Code	po2431
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

2431 - **INTERSCHOLASTIC ATHLETICS**

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach skills and the values of competition and good sportsmanship.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The District Administrator is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play, so they have the opportunity to benefit from the learning experience.

X] The Board ~~further~~ adopts ~~those~~ eligibility criteria that meet or exceed the Wisconsin Interscholastic Athletic Association (WIAA) standards. **[X]** The Board further adopts the Name, Image, Likeness (NIL) compensation standards set by the ~~Constitution of the Wisconsin Interscholastic Athletic Association (~~WIAA~~)~~, and directs the District Administrator to provide interscholastic athletics for students in accordance with the WIAA Constitution, Bylaws, and Rules of Eligibility. ~~and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.~~ **~~Consider Drafting Note?~~[~~DRAFTING~~ NOTE: If the District chooses this option, the district must comply with the WIAA's NIL policies and will likely be responsible for assuring that student athletes follow the rules as well. It is recommended that districts give a copy of the WIAA policies to students who participate in their sanctioned sports, especially those participating in NIL. Districts must monitor students who are participating in NIL, because if a student violates the WIAA policies, the district, the school, the team, and the student can be sanctioned by the WIAA for violations.]**

The District Administrator is authorized to establish an activities code for participants as well as the implementation of appropriate disciplinary procedures against those who violate these expectations. The District provides the following safeguards:

A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a District-approved physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.

B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.

C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

D. Any student suspected of having a head injury or concussion shall be provided with safety protocols specified in Policy 5340 - Student Accidents/Illness/Concussion.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

Revised 6/13/22
T.C. 12/8/25

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Legal	120.12(23), Wis. Stats. P.I. 9.03(1)(h), Wis. Adm. Code

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED") Ed. Team OK
Code	po2464
Status	
Adopted	December 9, 2019
Last Revised	May 12, 2025

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

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

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

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

IDENTIFICATION

Advanced learners (gifted and talented students~~pupils~~) shall be identified in kindergarten through grade 12 in the five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. The identification process shall result in a student profile based on multiple indicators of student need, including but not limited to standardized test data with use of both national and local norms, rating scales or inventories, classwork, portfolios, nominations, and demonstrated performance. Identification tools shall be appropriately matched to each domain in which students are being identified. The identification process and tools shall be responsive to factors such as, but not limited to, students'~~pupils'~~ economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities defined in 115.76(5), Wis. Stats. ~~(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") shall be included. ~~**[DRAFTING NOTE – The list of factors in this paragraph are those identified in Wis. Admin Code PI 8.01(2)(t) and therefore differs from lists of protected classifications found elsewhere in other Neola policies.]**~~

INSTRUCTION

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

Instruction for advanced learners should include opportunities both within and outside the established grade level curriculum. Such opportunities may include, but are not limited to, classroom differentiation, curriculum compacting, above-grade-level~~above grade level~~ instruction, acceleration in an individual subject, full-grade~~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.

DOCUMENTATION AND EVALUATION

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

The District Administrator will evaluate the effectiveness of identification and programming for advanced learners through ongoing data analysis to measure both the growth of individual students and the consistent implementation of advanced learning instruction and opportunities across all K-12 schools.

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

Book	Policy Manual
Section	3000 Professional Staff
Title	Copy of JOB-RELATED EXPENSES ok CP
Code	po3440
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

3440 - **JOB-RELATED EXPENSES**

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

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

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

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

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

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

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

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

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

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

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

T.C. 11/14/22

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Legal	2 C.F.R. 200.464
	2 C.F.R. 200.474
	2 C.F.R. 200.475

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of TERMINATION AND RESIGNATION -- OK per TAG
Code	po4140
Status	
Adopted	March 11, 2024
Last Revised	December 8, 2025

4140 - **TERMINATION AND RESIGNATION**

TERMINATION

Employment of support staff employees may be terminated by the District Administrator.

Support staff employees subject to termination may be given an opportunity to resign.

RESIGNATION

A support staff member may resign by filing a written resignation with the District Administrator.

The District Administrator may act for the Board in the acceptance of a resignation.

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Book	Policy Manual
Section	4000 Support Staff
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Code	po4440
Status	
Adopted	December 9, 2019
Last Revised	February 10, 2025

4440 - **JOB-RELATED EXPENSES**

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

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

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

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

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

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

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

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

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

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

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

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Legal	2 C.F.R. 200.464
	2 C.F.R. 200.474
	2 C.F.R. 200.475

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of ACADEMIC HONESTY ED Team OK
Code	po5505 Option selection
Status	
Adopted	March 11, 2024
Last Revised	December 8, 2025

5505 – **ACADEMIC HONESTY**

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

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

Academic dishonesty includes, but is not limited to:

A. plagiarism (of ideas, work, research, speech, art, music, etc.);

B. forgery of another's work;

C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment ;

D. downloading or copying information from other sources and presenting it as one's own;

E. using language translation work of someone else or using technology when the expectation is doing one's own translation;

F. copying another person's work;

G. allowing another person to copy one's own work;

H. stealing another person's work;

I. doing another person's work for them;

J. distributing copies of one's work for use by others;

K. distributing copies of someone else's work for use by others for academic gain or advantage;

L. intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;

M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.

N. distributing or receiving questions from quizzes, tests, assessments, etc.

[X] Use of Artificial Intelligence/Natural Language Processing Tools For School Work ~~[DRAFTING NOTE: OPTIONAL LANGUAGE]~~

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

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

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.

B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.

C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.

D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.

E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

F. Other teacher-authorized and educationally relevant usage of AI/NLP tools.

~~[END OF OPTIONAL LANGUAGE - AI]~~

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

When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), Start College Now (SCN), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

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

Students who violate this policy are subject to disciplinary consequences.

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

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

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

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

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

Revised 2/10/25

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Legal 118.01, 118.164, 120.12, Wis. Stats.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of HOMELESS STUDENTS WC DONE
Code	po5111.01
Status	
Adopted	December 9, 2019

5111.01 - **HOMELESS STUDENTS**

Definitions

Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. The District shall regularly review and revise its policies, including school discipline policies that impact homeless students, including those who may be a member of any of the Protected Classes (Policy 2260- Nondiscrimination and Access to Equal Educational Opportunity).

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

A. share the housing of other persons due to loss of housing, economic hardship, or similar reason

B. live in motels, hotels, or camping grounds due to a lack of alternative adequate accommodations

C. live in emergency or transitional shelters

D. are abandoned in hospitals

E. have a primary night time residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or

F. live in a car, park, public space, abandoned building, substandard housing[1], bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian.

Services to Homeless Children and Youth

The District will provide services to homeless students that are comparable to other students in the District, including:

A. transportation services;

B. public preschool programs and other educational programs and services for which the homeless student meets eligibility criteria including:

1. programs for children with disabilities;

2. programs for English learners (ELs) (i.e. students with limited English proficiency (LEP));

3. programs in career and technical education;

4. programs for gifted and talented students;

5. school nutrition programs; and

6. before - and after-school programs.

The District Administrator will appoint a Liaison for Homeless Children who will perform the duties as assigned by the District Administrator. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. For more information on the role of the Liaison, refer to AG 5111.01 - Homeless Students **[END OF OPTION]**.

School Stability

Maintaining a stable school environment is crucial to a homeless student's success in school. To ensure stability, the District must make school placement determinations based on the "best interest" of the homeless child or youth based on student-centered factors. The District must:

A. continue the student's education in the school of origin for the duration of homelessness when a family becomes homeless between academic years or during an academic year; and for the remainder of the academic year even if the child or youth becomes permanently housed during an academic year; or

B. enroll the student in any public school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The school of origin is the school the student attended or enrolled in when permanently housed, including a public preschool. The school of origin also includes the designated receiving school at the next level for feeder school patterns, when the student completes the final grade level at the school of origin.

When determining the student's best interest, the District must also consider student-centered factors, including the impact of mobility on achievement, education, health, and safety of homeless students and give priority to the request of the student's parent or guardian, or youth (if an unaccompanied youth). The District also considers the school placement of siblings when making this determination.

If the District finds that it is not in the student's best interest to attend the school of origin or the school requested by the parent or guardian, or unaccompanied youth, the District must provide the individual with a written explanation and reason for the determination in a manner and form understandable to the parent, guardian or unaccompanied youth. This written explanation will include appeal rights and be provided in a timely manner.

Immediate Enrollment

The District has an obligation to remove barriers to the enrollment and retention of homeless students. A school chosen on the basis of a best interest determination must immediately enroll the homeless student, even if the student does not have the documentation typically necessary for enrollment, such as immunization and other required health records, proof of residency, proof of guardianship, birth certificate or previous academic records. The homeless student must also be enrolled immediately regardless of whether the student missed application or enrollment deadlines during the period of homelessness or has outstanding fines or fees.

The enrolling school must immediately contact the school last attended by the homeless student to obtain relevant academic or other records. If the student needs immunization or other health records, the enrolling school must immediately refer the parent, guardian or unaccompanied youth to the local liaison, who will help obtain the immunizations, screenings or other required health records. Records usually maintained by the school must be kept so that they are available in a timely fashion if the child enters a new school or district. These records include immunization or other required health records, academic records, birth certificates, guardianship records, and evaluations for special services or programs. Procedures for inter-State records transfer between schools should be taken into account in order to facilitate immediate enrollment.

In addition, the District will also make sure that, once identified for services, the homeless student is attending classes and not facing barriers to accessing academic and extracurricular activities, including magnet school, summer school, career and technical education, advanced placement, online learning, and charter school programs (if available).

Transportation

The District provides homeless students with transportation services that are comparable to those available to non-homeless students. The District also provides or arranges for transportation to and from the school of origin at the parent or guardian's request, or the liaison's request in the case of an unaccompanied youth. Transportation is arranged promptly to allow for immediate enrollment and will not create barriers to a homeless student's attendance, retention, and success.

A. If the homeless student continues to live in the District, where the school of origin is located, transportation will be provided or arranged for the student's transportation to or from the school of origin.

B. If the homeless student moves to an area served by another district, though continuing the student's~~his/her~~ education at the school of origin (which is in the District), the District and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs will be shared equally.

C. When the student obtains permanent housing, transportation shall be provided to and from the school of origin until the end of the school year.

The District determines the mode of transportation in consultation with the parent or guardian and based on the best interest of the student.

In accordance with Federal law, the above transportation requirements still apply during the resolution of any dispute. The District will work with the State to resolve transportation disputes with other districts. If the disputing district is in another State, the District will turn to the State for assistance as Federal guidance says that both States should try to arrange an agreement for the districts.

Dispute Resolution

Homeless families and youths have the right to challenge placement and enrollment decisions. If a dispute arises between a school and a parent, guardian or unaccompanied youth regarding eligibility, school selection, or enrollment of a homeless student, the District must follow its dispute resolution procedures, consistent with the State established procedures. If such a dispute occurs, the District will immediately enroll the homeless student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals. The student will receive all services for which they are eligible until all disputes and appeals are resolved.

Pursuant to State, District and Board ~~of Education~~ policies, the District will provide the parent, guardian or unaccompanied youth with a written explanation of all decisions regarding school selection and enrollment made by the school, District, or State, along with a written explanation of appeal rights.

The District's notice and written explanation about the reason for its decision will include, at a minimum, an explanation of how the school reached its decision regarding eligibility, school selection, or enrollment, including 1) a description of the proposed or refused action by the school, 2) an explanation of why the action is proposed or refused, 3) a description of other options the school considered and why those options were rejected, 4) a description of any other relevant factors to the school's decision and information related to the eligibility or best interest determination such as the facts, witnesses, and evidence relied upon and their sources, and 5) an appropriate timeline to ensure deadlines are not missed. The District must also include contact information for the Liaison and the State Coordinator, and a brief description of their roles. The District will also refer the parent, guardian or unaccompanied youth to the Liaison, who will carry out the dispute resolution process.

The District ensures that all decisions and notices are drafted in a language and format appropriate for low-literacy, limited vision readers, and individuals with disabilities. For children and youth and/or parents or guardians who are English learners or whose dominant language is not English, the District will provide translation and interpretation services in connection with all phases of the dispute resolution process pursuant to Federal laws. The District will also provide electronic notices via email if the parent, guardian or unaccompanied youth has access to email followed by a written notice provided in person or sent by mail.

Homeless Children in Preschool

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs, including Head Start programs, administered by the District. Additionally, the homeless child must remain in the public preschool of origin, unless a determination is made that it is not in the child's best interest. When making such a decision on the student's best interest, the District takes into account the same factors as it does for any student, regardless of age. It also considers pre-school age specific factors, such as 1) the child's attachment to preschool teachers and staff; 2) the impact of school climate on the child, including school safety; the quality and availability of services to meet the child's needs, including health, developmental, and social-emotional needs; and 3) travel time to and from school.

The District must also provide transportation services to the school of origin for a homeless child attending preschool. It is the District's responsibility to provide the child with transportation to the school of origin even if the homeless preschooler who is enrolled in a public preschool in the District moves to another district that does not provide widely available or universal preschool.

Public Notice

In addition to notifying the parent or guardian of the homeless student or the unaccompanied youth of the applicable rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school. In addition, the District shall post public notice of the McKinney-Vento rights in places that homeless populations frequent, such as shelters, soup kitchens, and libraries in a manner and form understandable to the parents and guardians and unaccompanied youths.

Records

The local liaison will assist the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained, subject to the protections of the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - Student Records, and in such a manner so that they are available in a timely fashion and can be transferred promptly to the appropriate parties, as required. Pursuant to the McKinney-Vento Act, information regarding a homeless student's living situation is not considered directory information and must be provided the same protections as other non-directory personally identifiable information (PII) contained in student education records under FERPA. The District shall incorporate practices to protect student privacy (X) as described in AG 5111.01 - Homeless Students, AG 8330 - Student Records, **[END OF OPTION]** and in accordance with the provisions of the Violence Against Women Act (VAWA) and the Family Violence Prevention and Services Act (FVPSA).

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

Note:

[1] According to nonregulatory guidance from the U.S. Department of Education (ED), standards for adequate housing may vary by locality. Please see ED guidance for factors to consider when determining whether a child or youth is living in "substandard housing."

Education for Homeless Children and Youth Programs, Non-Regulatory Guidance, U.S. Department of Education (ED), Title VII-B of the McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act, at A-3 (July 27, 2016).

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Legal 42 U.S.C. 11431 et seq. (McKinney - Vento Homeless Act)

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of ENTRANCE AGE Ed. Team ok (WC-DONE) T
Code	po5112
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

5112 - **ENTRANCE AGE**

The Board shall establish student entrance age requirements which are consistent with Wisconsin Law and sound educational practice and which ensure equitable treatment.

A. **Kindergarten**

1. A child is eligible for entrance into four (4) year old kindergarten if the child attains the age of four (4) on or before September 1st of the school year in which the child is being enrolled and meets the residency requirements.

2. A child is eligible for five (5) year old kindergarten when the child attains the age of five (5) on or before September 1st of the school year in which the child is being enrolled and meets the residency requirements. The child may not be placed in an alternative program without the permission of the parent.

B. **First Grade**

A child must be six (6) years of age on or before September 1st in the school year in which the student enrolls. The student must also have completed a kindergarten program or received a waiver of this requirement.

Any student who has not completed a five (5) year old kindergarten program, but seeks to enroll into first grade must receive a waiver of the requirement. The following students are eligible to receive a waiver:

1. Any student who has moved to the District from another state or country where completion of a five (5) year old kindergarten program is a prerequisite to enrollment in first grade and that student has received a waiver of the requirement in theprior state or country.

2. Any student who has moved to the District from another state or country that does not require the completion of five (5) year old kindergarten prior to enrollment in first grade.

3. Any student who, at the discretion of the buiding Principal, in consultation with the first grade teacher(s) of the District, determines that, notwithstanding that the student has not completed a five (5) year old kindergarten program, the student has demonstrated sufficient aptitude in all core competencies normally required of kindergarten students in the District upon completion of the kindergarten program.

C. **Appeal of Denial of Waiver**

The parents of any student denied a waiver under this section by the Principal may appeal that decision to the District Administrator by submitting a written request to the District Administrator within ten (10) calendar days of the decision of the Principal.

Appropriate school personnel will conduct an evaluation. The building principal will be consulted and, once the evaluation is completed, a plan will be determined and shared with the parents/guardians.

D. **Initial Entry**

Children entering the District for the first time must comply with State law. Students must have an immunization record or a properly submitted waiver on file at the school. Any student who does not have the proper immunization records or appropriate waiver within thirty (30) school days of enrollment may be excluded or permitted to remain in school pursuant to Policy 5320 - Immunization.

Any student, and/or the student's parent(s), who enters the District for the first time must disclose prior or pending school expulsions at the time of enrollment.

E. **Verification of Residence**

Verification of a parent's residence shall be required at the time the child registers in a District school. Verification of residence may also be required at any other time at the discretion of the District Administrator.

F. **Verification of Age**

Verification of a child's age shall be required at the time the child enrolls. ~~**( )** See Administrative Guideline 5112A - Admission to Kindergarten. **[END OF OPTION]**~~

G. **Early Admission**

The District shall prescribe procedures, conditions, and standards for early admission to four (4) year old kindergarten, five (5) year old kindergarten, and first grade.

H. ~~**Kindergarten Admission**~~

~~To enter kindergarten a child must be five (5) years old on or before September 1st in the year the child proposes to enter school. The parents/guardians of any child who will not be five (5) years old on or before September 1st in the year the child proposes to enter kindergarten, may apply to have their child admitted to kindergarten at the opening of school for that year. The following procedure shall be followed:~~

1. ~~Parents/guardians must request, in writing, that their child be considered for early entrance into kindergarten. This letter is to be sent to the Superintendent or his/her designee at least ninety (90) days before the opening of school and shall include a statement of the reasons the application is being made. The ninety (90) day requirement may be waived for persons new to the District; however, no early admissions shall be made after the third Friday in September.~~

2. ~~The child will be required to participate in an Early Entrance Screening.~~

    a. ~~The screening will consider emotional, social, physical, cognitive, and readiness skills. A licensed school psychologist will conduct the individual screening. Other school professionals will be consulted when appropriate. This evaluation will be at no cost to parents/guardians.~~

    b. ~~After the screening has been completed, a meeting will be held with the parents/guardians to consider the appropriateness of early entrance into kindergarten. The criteria used by the District in making its decision will be whether or not the child is in the superior range in areas of social, emotional, physical, and cognitive readiness.~~

3. ~~Parents/guardians have the right to appeal the early entrance decision to the Director of Pupil Services.~~

~~If a student is approved for early entrance into kindergarten, school personnel and parents/guardians will monitor and review placement after six (6) weeks to ensure the student is appropriately placed.~~

H. **Older Students**

A person who is a resident of the District and over twenty (20) years of age may enroll provided~~providing~~ the District Administrator does not think such enrollment will interfere with the education of the other students.

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Legal

118.14, 118.15, 120.12(25), Wis. Stats.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of CELL PHONE AND OTHER PERSONAL COMMUNICATION DEVICES Ed Team Ralph OK
Code	po5136
Status	
Adopted	December 9, 2019
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5136 - CELL PHONE AND OTHER **PERSONAL COMMUNICATION DEVICES**

The Board is aware that PCDs are used by students and parents to communicate with each other. However, the use of PCDs on school grounds must be appropriately regulated to protect students, staff, and the learning environment.

"Personal communication devices" (PCDs), also referred to as "wireless communication devices", as used in this policy, mean a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes all of the following:

~~are defined in Bylaw 0100.~~

A. cellular (cell)/mobile telephone;

B. tablet computer;

C. laptop computer;

D. gaming device;

E. smartphone;

F. e-reader;

G. smartwatch;

H. wearable technology;

I. any other web-enabled devices of any type.

Student use of PCDs will be governed by the individual school's student handbook or the District's Parent/Student Handbook.

Elementary School:Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered off or silenced and stored out of sight or in their designated personal storage area outside of the classroom.

Middle School: Students may use PCDs before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs may be prohibited during after school activities (e.g., extra-curricular activities) or at school-related functions at the direction of building administration. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited, and they must be powered off or silenced and stored in their locker.

High School: Students may use PCDs before and after school, during their lunch break and during passing time as long as they do not create a distraction, disruption or otherwise interfere with the educational environment. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited. PCDs must be kept out of sight and not on the student.

~~Any PCD use is strictly prohibited in areas where a reasonable expectation of privacy exists (bathrooms, locker rooms, health office).~~

~~Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered off (i.e., not just placed into vibrate or silent mode) and stored out of sight.~~

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity~~their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs~~; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Policy Violations

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student or student's parent/guardian, pending school protoclols, ~~If the PCD is confiscated, it will be released/returned to the student's parent~~ after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose the~~his/her~~ privilege to bring a PCD to school for a designated length of time or on a permanent basis.

~~DRAFTING~~ NOTE: The language below is required per WI Statute 120.12 (29)]

Student use of PCDs in the following circumstances will not be considered a violation of this policy

A. **Emergency or Threat:** Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.

B. **Health Care Management:** Student use is authorized as necessary to manage or support a specific student's health care needs **(**x **)** as approved by the District Nurse **(**x **)** as defined in the individual student health plan ~~**[END OF OPTIONS]**~~.

C. **Individualized Education Plans:** Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.

D. **Educational Purposes:** Student use is authorized by a teacher for legitimate educational purposes during instructional time as described above.

E. ~~**( ) Board Exceptions to this Policy: _____. [END OF OPTION]**~~

~~**DRAFTING NOTE: Other exceptions may be permitted if the School Board determines that such use is beneficial to student learning or well-being.]**~~

Duty to Report

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students Responsible for Their PCDs

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) shall be notified by the District of whether any changes have been made to this policy and, if so, the updated policy shall be submitted to the DPI.

118.13, Wis. Stats.
118.258, Wis. Stats.

175.22, Wis. Stats.

120.12(29) Wis. Stats.

T.C. 6/13/22

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Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS Ed Team (WC-DONE)
Code	po5411
Status	
Adopted	June 9, 2025
Last Revised	December 8, 2025

5411 - **THIRD GRADE PROMOTION AND RETENTION: AT-RISK STUDENTS**

Introduction

This policy governs the promotion of students from 3rd grade to 4th grade in accordance with 118.33, Wis. Stats. The policy applies to all students being considered for promotion from 3rd to 4th grade, effective on September 1, 2027.

The District intends to make promotion decisions based on a thorough and equitable process that considers individual student needs in reading. For any student who has not completed their personal reading plan by the end of 3rd grade, a team will determine whether retention or promotion to 4th grade, with intensive instructional support, progress monitoring, and supports to remediate the identified areas of deficiency, is in the student's best interest. The determination process will consider relevant factors such as reading proficiency, social and emotional development, and available supports.

Definitions

"Personal Reading Plan" means a reading plan provided for five (5) year-old-kindergarten to third grade students that are identified as at risk based on a universal screening assessment or diagnostic assessment, in accordance with 118.016(5), Wis. Stats.

"Limited English-Proficient Student" means a student whose ability to use the English language is limited because of the use of a non-English language in the student's family or the student's daily, non-school surroundings, and who has difficulty in performing ordinary classwork in English as a result of such limited English proficiency.

"Completed" - means a 3rd grade student who has a personal reading plan is considered to have completed the personal reading plan if the student's parent and the student's school agree that the student has met the goals outlined in the personal reading plan and the student scores at grade-level in reading on a summative assessment, as defined by the Department of Education (DPI).

Promotion of Third Grade Students with Personal Reading Plans

For any student who has not completed their personal reading plan by the end of the student's third grade year, the District will engage in a process to determine whether to promote that student to the fourth grade. The District will not promote a student from third grade to fourth grade who has not completed their personal reading plan by the end of third grade unless the District, in consultation with the student's parent(s), believes retention is not in the best interest of the student.

In reaching the decision to promote or retain the student, the District will carefully consider all relevant factors, including but not limited to:

A. Whether a team of interested individuals, including the parent(s) of the student and school representatives who have knowledge of the reading instruction, supports, and interventions provided to the student, believe promotion is in the best interest of the student;

B. All relevant and available data demonstrating the student's response or progress to reading instruction and intervention, and data demonstrating the student's progress towards meeting personal reading plan goals;

C. Why the student has not completed their personal reading plan;

D. Whether or which alternatives to retention can help support the student to achieve reading proficiency;

E. Any other factor(s) relevant in deciding whether to retain or promote a student;

F. Those factor(s) or conditions considered elsewhere in District policy or administrative guidelines pertaining to student promotion and retention;

G. Whether the student is eligible for an exception contained under this policy;

H. The potential long-term adverse risks and/or benefits of retention.

Based on the comprehensive evaluation of factors above, the District will make one of the following determinations:

A. Promotion: Promotion to fourth grade with applicable supports and services is more appropriate than retention into ~~to~~ third grade.

B. Promotion: The student's non-completion of their personal reading plan was not primarily due to the student's lack of reading proficiency.

C. Promotion: The District recommends retention with applicable supports and services but the student's parent(s) do not agree with the District's recommendation.

D. Retention: The District determined that, in consultation with the student's parent(s), retention with applicable supports and services is more appropriate than promotion to fourth grade.

Promoting Students with Incomplete Personal Reading Plans

If the District promotes a third-grade student who has not completed their personal reading plan by the end of third grade, the District shall conduct all of the following post-promotion requirements:

A. In the following and subsequent school year(s) provide intensive instructional services, progress monitoring, and supports to remediate the identified areas of deficiency until the student scores at grade level in reading on a summative assessment;

B. Notify the student's parent(s), in writing, that the student did not complete their personal reading plan, including a description of the instructional services and supports that will be provided to the student to remediate the identified areas of deficiency; and

C. Provide the student with an intensive summer reading program each summer until the student scores at grade level in reading on a summative assessment.

Exceptions to Post-Promotion Requirements

The following are good cause exceptions. Any student who meets one (1) or more of the following good cause exceptions may be exempt from the promotion policy, the intensive summer reading program, and/or the intensive reading intervention requirements.

A. The student is identified as a Limited-English Proficient student as per the definition included in this policy;

B. The student has an individualized education plan (IEP) that indicates that neither taking the universal reading screener nor the State summative assessment in reading is appropriate for the student;

C. The student scores as proficient in reading on the alternative Statewide standardized summative assessment;

D. The student has an IEP or Section 504 plan under the Rehabilitation Act of 1973 that indicates that the student has received intensive intervention in reading for more than two (2) years if the student continues to demonstrate a deficiency in reading and was previously retained in 5K, grades one (1), two (2), or three (3);

E. The student has received intensive reading interventions for two (2) or more school years, continues to demonstrate a deficiency in reading, and was previously retained in 5K, grades one (1), two (2), or three (3) for a total of two (2) years.

Mid-Year Enrollment/Transfers

Any student who enrolls as a third-grade student late in the school term without any accompanying record of a personal reading plan shall be promoted to fourth grade under the criteria that the student did not have a personal reading plan in effect at the end of third grade.

If a student transfers into a school enrolled as a fourth-grade student and the provided records indicate the student may have met requirements to be retained in third grade (e.g., incomplete personal reading plan), the District shall provide all supports and services that the student would have otherwise received as a post-promotion requirement including intensive instructional services, progress monitoring and supports to remediate the identified areas of deficiency, parent notification, and an intensive summer reading program each summer until the studentscores at grade-level in reading on a summative assessment.

Parental Notification

No later than fifteen (15) days after the reading readiness assessment is scored, the Board shall provide the results of the reading readiness assessment, in writing containing at least all of the following information to the student's parent in the parent's native language:

A. the student's score on the reading readiness assessment;

B. the student's score in each early literacy skill category assessed by the assessment;

C. the student's percentile rank score on the reading readiness assessment, if available;

D. the definition of "at-risk" and the score on the reading readiness assessment that would indicate the student is at-risk;

E. a plain language description of the literacy skills the reading readiness assessment is designed to measure.

If the diagnostic assessment indicates that a student is at-risk, the Board shall include information about how to make a special education referral under 115.777, Wis. Stats., with the diagnostic assessment results provided.

If the Board is required to assess a student's early literacy skills using a diagnostic assessment, the Board shall provide all of the following, in writing, to the student's parent:

A. a description of the common indicators and characteristics of dyslexia;

B. information about appropriate interventions and accommodations for students with characteristics of dyslexia.

The Board shall post its early literacy remediation plan (including the parent notification policy) on the School District website.

If a student is identified as at risk based on a universal or diagnostic assessment, the Board shall:

A. provide a copy of the student's personal reading plan to the student's parent and obtain a copy of the personal reading plan signed by the student's parent (acknowledgement rather than consent);

B. after ten (10) weeks of providing the student with the interventions in the student's personal reading plan, notify the student's parent of the student's progress, as determined under the student's personal reading plan.

[X] Appeal Process

Any person appealing a decision regarding promotion to grade four (4) under this policy shall submit a written appeal to the District Administrator within five (5) business days of notification. The person must state, in writing, the portion of this policy they believe was administered in error, including the reasons supporting that belief and the proposed remedy for the alleged error.

The District Administrator will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the District Administrator is final.

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Legal	118.016(5), Wis. Stats.
	118.33(5m)(a), Wis. Stats.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Vol. 35, No. 1 - November 2025 Replacement USE OF PERSONAL TRANSPORTATION DEVICES ok CB
Code	po5514 NEW for Wausau
Status	

Replacement Policy - Vol. 35, No. 1

5514 - **USE OF PERSONAL TRANSPORTATION DEVICES**

The Board regulates the utilization of bicycles, scooters, skateboards, hoverboards, and similar personal transportation devices, whether powered manually by an operator or powered by a mechanical means (including, but not limited to, small gas engines or electric motors). For purposes of this policy, such items are collectively referred to as "personal transportation devices" but do not include personal transportation devices needed and/or used due to a disability. Personal transportation devices necessary for use due to a student's disability are governed by other policies of the Board. Additionally, this policy does not prevent the safe and reasonable utilization and operation of personal transportation devices when needed due to a disability. This policy does not apply to motor vehicles which are subject to Policy 5515-Student Use and Parking of Motor Vehicles.

~~**[ ]** Because of the clear and present danger of accidents in traffic, inherent to riding personal transportation devices, it shall be the policy of the Board to prohibit the use of personal transportation devices **( )** except **( )** bicycles **( )** _____**[END OF INTERNAL OPTIONS]** by students on campus for purposes of travel to and from school. **[END OF OPTION] [DRAFTING NOTE: If any exceptions are allowed in the above action, the following option should be chosen as well.]**~~

[X The Board regards the use of personal transportation devices for travel to and from school by students as an assumption of care, risk, and responsibility on the part of the students and parents of students. ~~**END OF OPTION]**~~

The Board in no way regulates the utilization of personal transportation devices off Board property and in no way takes responsibility regarding the utilization of personal transportation devices on Board property, with the owner and operator of such devices being fully and wholly liable for any personal or property damage resulting from the operation of such devices.

The operator of a personal transportation device must observe all safety laws and rules, display courtesy and consideration toward others, and must abide by this policy as well as all laws and ordinances regarding the operation of the relevant device. Operating or bringing a personal transportation device on Board property is a privilege and not a right. An administrator may temporarily or permanently revoke such privilege to the extent that a personal transportation device is operated in a negligent, reckless, or other manner that creates a risk of harm to the operator or others, or in a fashion that otherwise fails to comply with safety rules, laws, or ordinances. Additional disciplinary action may result from the unsafe operation of a personal transportation device on Board property.

~~**[ ]** Under no circumstances are gas-powered personal transportation devices to be operated on Board property.~~

~~**[ ]** Under no circumstances may an electric-powered personal transportation device be operated on Board property at a speed that exceeds **( )** two (2) miles per hour **( )** _____ miles per hour **[END OF INTERNAL OPTIONS]**.~~ Upon the request of an administrator, the operator of an electronic powered transportation device will dismount the device and walk the device to the appropriate storage area. Failure to comply with an administrator's request to dismount and walk such a device may subject the student to disciplinary action.

[X] The Board will not be responsible for personal mobility devices that are lost, stolen, or damaged.

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

The Board will not be responsible for personal transportation devices that are lost, stolen, or damaged.

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Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of STUDENT USE OF MOTOR VEHICLES Ed Team EC (done) OK
Code	po5515
Status	
Adopted	December 9, 2019

5515 - **STUDENT USE AND PARKING OF MOTOR VEHICLES**

~~The Board regards the use of motor vehicles for travel to and from school by students as an assumption of responsibility on the part of those students -- a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.~~

The Board will permit the operation and parking~~use~~ of motor vehicles on District property by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission by the Permit Process to park ~~operate~~ a motor vehicle on school grounds.

Students may only bring onto District property vehicles that are owned by the student or vehicles for which the student has express permission to operate. Bringing other vehicles onto District property shall be considered a violation of school rules and this policy; school officials may contact law enforcement, as appropriate, when vehicles are brought onto District property without legal authorization.

At no time may a student enter a vehicle without the owner's consent, or the driver's consent if the owner has granted the driver express permission to operate the vehicle. School officials may contact law enforcement for unauthorized entry of a vehicle.

School officials may search a vehicle located on District property in accordance with Board Policy 5771 - Search and Seizure **(X)** and Administrative Guideline 5771 - Search and Seizure ~~**[END OF OPTION]**~~.

The Board will not be responsible for motor vehicles that~~which~~ are ~~lost,~~ stolen~~,~~ or damaged on District property.

~~No student who does not possess a valid motorcycle safety education certificate will be allowed to ride or park a motorcycle on school property.~~

[X] The Board will permit the use of Off Highway Vehicles (OHV) by legally qualified individuals for travel to and from school, provided that the OHV is operated only within designated areas. ~~**[END OF OPTION]**~~ **X]** Parking of such OHV on District property shall be in designated area(s). ~~**[END OF OPTION]**~~

The District Administrator shall establish standards for the granting of parking permits which shall contain the warning that infraction of the rules may result in the revocation of the permit.

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Book	Policy Manual
Section	5000 Students
Title	Copy of STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA DONE
Code	po5530
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

5530 - **STUDENT USE OR POSSESSION OF INTOXICANTS, DRUGS, OR PARAPHERNALIA**

The Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by referring abusers to the appropriate community resource through SRO's and/or school social workers.

For purposes of this policy, "drugs" shall mean:

A. all dangerous controlled substances as so designated and prohibited by Wisconsin statute;

B. all derivates of hemp, except CBD products permitted by the school

C. all chemicals which release toxic vapors;

D. all alcoholic beverages;

E. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;

F. "look-alikes";

G. essential oils and oil-like products that may be mistaken for a drug

H. anabolic steroids;

I. **(** x**)** any misuse of over-the-counter drugs or medications;

J. any other illegal substance so designated and prohibited by law;

K. **(** x**)** any substance, no matter its chemical composition, that is represented as or packaged in such a manner so as to give the appearance that the substance is a drug otherwise defined in this policy.

The Board prohibits the use, possession, concealment, or distribution of any drug and any drug paraphernalia at any time on District property or at any District-related event.

The District Administrator shall prepare guidelines for the identification, amelioration, and regulation of drug use in the schools, including education, prevention and standards of conduct. Education shall be intended to develop awareness of: drug abuse, including prescription drug abuse, and prevention; the relationship between highway safety and the use of alcohol and controlled substances, including prescription drugs; and the relationship between youth suicide and the use of alcohol and controlled substances, including prescription drugs.

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Legal	118.01(2)(d), Wis. Stats. 118.24(2)(f), Wis. Stats. 118.257, Wis. Stats. 125.09(2), Wis. Stats. Drug-Free Schools and Communities Act of 1986 as amended

20 U.S.C. 3171 et seq.

20 U.S.C. 3224A

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of STUDENT EMPLOYMENT ok CB
Code	po5895 Rescind
Status	
Adopted	February 14, 2022

~~5895 **STUDENT EMPLOYMENT**~~

~~The Board believes that attendance at school, full effort in completing school assignments, and participation in school-related activities should be a student's primary focus. The Board also recognizes the value and in some instances the necessity of students' pursuit of employment opportunities. The Board supports these student efforts provided that they do not interfere with or adversely impact a students' ability to fully participate in the educational programming offered to the student.~~

~~Unless exempted by law or by temporary order due to emergency circumstances, no student under the age of sixteen (16) may be employed without a permit issued by the State and may not work in excess of prescribed hours per day or week, or later than a particular time.~~

~~If a student works while attending school, s/he should receive counseling and assistance in seeking appropriate job opportunities and in correlating work schedules with school studies and activities, particularly where such work requires dismissal from school during instructional time periods. Any school staff who becomes aware of a student working in excess of permitted hours or later than permitted times, shall notify the building administration who shall contact the student's parents.~~

~~**Permit Officer**~~

~~Consistent with the authority provided to the Board by the State of Wisconsin Department of Workforce Development, the District will serve as a permit officer for the purpose of issuing permits for the employment of minors. The Board designates high school administrative assistants (insert title) to serve as the permit officer.~~

~~The Permit Officer shall manage the issuance of student work permits consistent with the requirements of state law, specifically, to issue work permits to minors who provide appropriate supporting documentation establishing the requirements for the issuance of a permit. The Permit Officer shall maintain all records associated with the permit issuance process.~~

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Legal	103.70 et seq., Wis. Stats. Wis. Admin. Code DWD 270

Book	Policy Manual
Section	6000 Finances
Title	Copy of AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS ok CP
Code	po6108
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

6108 - **AUTHORIZATION TO MAKE ELECTRONIC FUND TRANSFERS**

The Board authorizes electronic fund transfers (EFTs), including any Automated Clearing House (ACH) transactions, for any purpose including direct deposit, wire transfer, withdrawal, investment, or payment, provided such EFTs are consistent with the provisions of Wisconsin's Uniform Electronic Transactions Code, Chapter 137, Subchapter II. Upon the recommendation of the Assistant Superintendent of Operations~~Chief Finance and Business Services Officer,~~ the Board shall approve the financial institutions that are authorized to receive monetary transactions through electronic or other medium.

Agreements with financial institutions shall set forth internal controls required by State law and State Administrative Code that will provide adequate integrity, security, confidentiality, and auditability of business transactions conducted by electronic commerce, including, but not limited to, the following:

A. the official title of the bank account(s) subject to the agreement and each type of transaction approved, such as deposits, disbursements or transfers, shall be specified;

B. the manual signatures of the Board President, Chief Finance and Business Services Officer, and the employees authorized to initiate EFTs shall be contained therein;

C. a requirement that the District maintain documentation signed by the initiator and authorizer of the EFTs to confirm the authenticity of the EFTs;

D. a requirement that, when funds are properly delivered to the receiving institution, that institution agrees to become responsible for prompt and diligent processing of the funds.

All District staff shall comply with the provisions of this policy when creating, generating, sending, communicating, receiving, storing, processing, using, and relying upon electronic records. Further, all District staff and other persons who use electronic signatures when completing transactions with the Board shall do so in compliance with State law.

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Legal	Chapter 137, Subchapter II, Wis. Stats. 15 U.S.C.A. 1693, as amended

Book	Policy Manual
Section	6000 Finances
Title	Copy of DEBT MANAGEMENT ok CP
Code	po6147
Status	
Adopted	December 14, 2020
Last Revised	June 13, 2022

6147 - **DEBT MANAGEMENT**

Statement of Purpose

The purpose of the Debt Management Policy is to establish and maintain well defined debt management guidelines for issuing new debt as well as managing outstanding debt to sustain a strong debt management program.

Scope

The Debt Management Policy applies to all debt instruments issued by the District regardless of the purpose for which issued or the funding source for repayment.

Objective

The primary objective is to ensure prudent debt management practices which:

A. maintain financial stability

B. preserve public trust

C. minimize or stabilize costs to taxpayers Preserve access to financial markets

D. preserve access to financial markets;

E. demonstrate adequate administrative oversight of debt program to credit rating agencies

Types of Authorized Debt

The Constitution and laws of the State of Wisconsin limit the power of the District to issue obligations and to contract indebtedness. The District may not borrow money or issue notes or bonds therefore for any purpose except those specified by statute and may only incur indebtedness as prescribed by law.

Bond or Note Anticipation Notes

In anticipation of issuing general obligation bonds or notes, the District is authorized to borrow money using bond or note anticipation notes. The bond or note anticipation notes shall in no event be general obligations of the District, and do not constitute an indebtedness of the District, nor a charge against its general credit or taxing power. The bond or note anticipation notes are payable only from (a) proceeds of the bond or note anticipation notes set aside for payment of interest on the bond or note anticipation notes as they become due, and, (b) proceeds to be derived from the issuance and sale of general obligation bonds or notes which proceeds are pledged for the payment of the principal of and interest on the bond or note anticipation notes. The maximum term of any bond or note anticipation notes (including any refunding) is five (5) years.

General Obligation Bonds

The principal amount of every sum borrowed by the District and secured by an issue of bonds may be payable at one time in a single payment or at several times in two (2) or more installments; however, no installment may be made payable later than the termination of twenty (20) years immediately following the date of the bonds. The Board is required to levy a direct, annual, irrepealable tax sufficient in amount to pay the interest on such bonds as it falls due and also to pay and discharge the principal thereof at maturity. Bonds issued by the District to refinance or refund outstanding notes or bonds issued by the District may be payable no later than twenty (20) years following the original date of such notes or bonds.

Refunding Bonds

In addition to being authorized to issue bonds, the District is authorized to borrow money using refunding bonds for refunding existing debt. To evidence such indebtedness, the District must issue to the lender its refunding bonds (with interest) payable within a period not exceeding twenty (20) years following the initial date of the debt to be refunded. Such refunding bonds constitute a general obligation of the District. Refunding bonds are not subject to a referendum.

Promissory Notes

In addition to being authorized to issue bonds, the District is authorized to borrow money using notes for any public purpose. To evidence such indebtedness, the District must issue to the lender its promissory notes (with interest) payable within a period not exceeding ten (10) years following the date of said notes. Such notes constitute a general obligation of the District. Notes may be issued to refinance or refund outstanding notes. However, such notes may be payable not later than twenty (20) years following the original date of such outstanding notes.

Temporary Borrowing

The Board may, on its own motion, borrow money in such sums as may be needed to meet the immediate expenses of maintaining the schools in the District during the then-current school year. No such loan or loans shall be made to extend beyond November 1 of the following year or in any amount exceeding one-half (1/2) of the estimated receipts for the operation and maintenance of the District for the current school year in which the loan is made.

Debt Limit

The District has the power to contract indebtedness for purposes specified by statute.

Procedures for Borrowing

Whenever the Board engages in borrowing outside of borrowing authorized by referendum approved on the Board's initiative, the Board shall determine the method it will use for borrowing, including short-term borrowing, establishing a line of credit, or other forms of borrowing. The Board designates the ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations to prepare all necessary instruments and resolutions for Board approval. All procedures and required Board action shall be consistent with applicable legal authority for borrowing, including solicitations of bids from potential lenders. Such borrowing shall be in accordance with the provisions of 67.12(8) and require a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

T.C. 2/14/22
T.C. 6/13/22

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Legal 67.12, Wis. Stats.

Book	Policy Manual
Section	6000 Finances
Title	Copy of RETURNED CHECKS ok CP
Code	po6151
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

6151 - **RETURNED/OUTSTANDING-STALE CHECKS**

When the District receives a check from a student or parent that, when deposited, is returned marked "insufficient funds", the ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations shall provide an opportunity for the payer to make proper payment or to arrange for a satisfactory payment schedule. If payment is not received within thirty (30) days, the payment schedule is not adhered to, or the monies do not appear to be collectable, the Board authorizes the ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations to take appropriate action against the student and/or the parents. The parent or student may be charged any cost charged by the District's banking institution for a returned check.

Outstanding (Stale Dated) Checks - Unclaimed Property Process

Checks that are outstanding, meaning they have not been cashed by the payee, after the period of time established by the banking institution for the validity period of the check shall be deemed to be a "stale" check. Any stale check shall be treated as unclaimed property consistent with the guidance provided by the Wisconsin Department of Revenue's (WI DOR) "Unclaimed Property Holder Report Guide" for locating the owner and/or remitting the unclaimed property to the WI DOR.

T.C. 6/13/22

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Book	Policy Manual
Section	6000 Finances
Title	Copy of FUND BALANCE ok CP
Code	po6235
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

6235 **- FUND BALANCE**

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to:

A. minimize or avoid short-term borrowing for cash flow purposes;

B. cover unforeseen expenditure needs or unrealized revenue sources; and

C. demonstrate financial stability to preserve or enhance the District's bond rating, thereby lowering debt issuance costs.

The Board will reserve adequate funds to maintain a secure financial position. The use of Fund Balance for recurring costs is discouraged.

The fund 10 fund balance shall not fall below 10% of the preceding year's Fund 10 expenditures.

Any under-budget account balances in a given fiscal year will be added to the District fund balance. Budget preparation and management shall adhere to this fund balance expectation. For the purposes of the District's self-funded insurance plan, the District will maintain a committed fund balance of up to 25% of expected annual self-funded insurance expenditures.

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors and the ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor and ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations. The applicable categories for fund balance designations are:

A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).

B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.

D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.

E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

Use of the general fund balance shall be restricted to one-time expenses approved by the Board as a result of a District initiative or unforeseen costs. The general fund balances shall not be designated for any recurring costs in the operating budget. If, during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

Revised 5/12/25

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Legal Government Accounting Standards Board Statement 54

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of PURCHASING EC OK
Code	po6320
Status	
Adopted	December 9, 2019
Last Revised	May 12, 2025

6320 **- PURCHASING**

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

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

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

Competitive Bids

~~Competitive Bids for construction and/or remodeling~~

Purchase of and contract for projects will be subject to a competitive bid process as and when required by law. The Board reserves the right to reject any and all bids.

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

X] Bids shall be received by the ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations or designee. A bidder may be required to submit a sworn statement regarding:

A. financial ability to complete the contract, including the posting of a bond where appropriate or required;

B. nature and quality of equipment to be used in performing the contract;

C. experience and past performance in performing the contract;

D. such other information the District deems relevant to the protection and welfare of the public in the performance of the contract, or that is required by applicable law.

Such statements shall be delivered to the District no later than five (5) business days prior to the bid opening,~~prior to or along with the bid,~~ or as directed by the applicable RFP, and shall be kept confidential by the District, except upon the written order of the person submitting the statement or on behalf of whom the statement is submitted, for the necessary use by the District in qualifying the person/bidder or the District. The statements shall be reviewed, and the bidder notified if it is qualified to submit a bid.

[END OF OPTION

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

Purchasing Items with Federal Grant Funds (See also Policy 6325 - Procurement - Federal Grants/Funds)

When purchasing items with Federal funds, a District shall:

A. give consideration to whether separating or combining purchases will provide for a more cost-effective approach to avoid acquisition of unnecessary or duplicative items;

B. where appropriate, conduct an analysis of lease versus purchase options, and the most economical and beneficial method shall be pursued;

C. conduct an evaluation of the availability and feasibility of entering into intergovernmental agreements to procure the goods or services required on a shared basis;

D. in the case of a time and material contract, make a determination that no other arrangement is suitable and that the contract places a ceiling price that protects the District.

General Provisions

The District Administrator is authorized to purchase all items within budget allocations. **(X)** For additional information on hiring consultants, see Policy 8125 - Consultants. ~~**[END OF OPTION]**~~~~The Board reserves the right to reject any and all bids.~~

~~The District Administrator is authorized to purchase all items within budget allocations. For additional information on hiring consultants, see Policy 8125 - Consultants.~~

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

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

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

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

A. items commonly used in the various schools or units thereof, be standardized whenever consistency with goals can be maintained;

B. opportunity to be provided to as many responsible suppliers as possible to do business with the School District;

C. where the requisitioner has recommended a supplier, the Business Department may suggest alternatives to the requisitioner if, in the Business Department's~~his/her~~ judgment, better service, delivery, economy, or utility can be achieved by using a different supplier;

D. upon the placement of a purchase order, the Business Department shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of appropriations.

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

The ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations shall determine expenditures allowed without a properly signed purchase order.

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

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

Debarred Contractors Excluded

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

Revised 11/14/22
T.C. 5/12/25

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Legal 120.12(24), 66.0133, Wis. Stats.

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

48 C.F.R. Section 9.4

Book	Policy Manual
Section	6000 Finances
Title	Copy of SYSTEM OF ACCOUNTING ok CP
Code	po6800
Status	
Adopted	December 9, 2019
Last Revised	May 8, 2023

6800 - **SYSTEM OF ACCOUNTING**

As specified by the Department of Public Instruction, the Board follows the Wisconsin Uniform Financial Accounting Requirements (WUFAR) as a listing of account classifications by which it keeps an accounting of all District funds. The Board has by resolution designated institutions to serve as depositories of all District funds and may, by resolution, designate additional or different institutions. The District's financial records shall show sources of revenue, amounts received, amounts expended, and the disposition of public property. The ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations shall complete an accounting of all capital assets to protect the financial investment of the District against catastrophic loss. Further, the ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations shall establish procedures and regulations necessary to properly account for capital assets and comply with generally accepted accounting principles (GAAP) and ensure that the District's capital assets are properly insured.

GASB 84

The District's system of accounting shall comply with all applicable requirements of the Governmental Accounting Standards Board, Statement No. 84 (GASB 84). In accordance with GASB 84, the District will report applicable fiduciary activities as identified in either the private purpose trust fund or the custodial fund. Typically, these activities include recognized student and school-related activity funds held in a bank account maintained by the District. These funds shall be subject to the accounting and requirements specified in the Wisconsin Uniform Financial Accounting Requirements. An activity not identified as a fiduciary activity under GASB 84 will be deemed a governmental activity and will be reported in a governmental fund.

GASB 54

The District's system of accounting shall comply with all requirements of the Governmental Accounting Standards Board, Statement No. 54 (GASB 54). In accordance with GASB 54, the District will report its fund balances in the following categories:

A. **Nonspendable fund balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).

B. **Restricted fund balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.

C. **Committed fund balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.

D. **Assigned fund balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.

E. **Unassigned fund balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

The Board authorizes its auditors and directs its administrative staff to take all steps necessary to comply with the requirements of GASB 54. All revenue and funds will be designated to one of the above categories.

General Provisions

The ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations shall maintain a proper accounting of all District funds. They shall ensure that expenditures are budgeted under and charged against those accounts that most accurately describe the purpose for which such monies are to be or have been spent. Wherever appropriate and practicable, salaries of individual employees, expenditures for single pieces of equipment, and the like shall be prorated under the several accounts that most accurately describe the purposes for which such monies are to be or have been spent.

The ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations shall receive all vouchers for payments and disbursements made to and by the Board, and preserve them for the statutorily required period.

The ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations shall implement procedures and practices that will determine: (1) Capitalization policies for District assets (i.e., which assets will be capitalized and depreciated over their estimated useful life versus which assets will be expensed in year of purchase); (2) Methods for calculating annual and accumulated depreciation expense for assets including estimates for asset lives, residual asset values, and depreciation methodology; and (3) Procedures for recording gain or loss on sale of capital assets and proceeds from the sale of capital assets in compliance with GAAP Reporting of estimated cash values or replacement values to District insurance providers.

The ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations shall report to the Board on a monthly basis (or more often if required) the revenues and expenditures in the fund reporting categories established above. The ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations's statement shall show revenues and receipts from whatever source derived, the various appropriations made by the Board, the expenditures and disbursements therefrom, the purposes thereof, the balances remaining in each appropriation, and the District's assets and liabilities. At the end of the fiscal year such statement shall be a complete exhibit of the District's financial affairs and may be published and distributed with approval of the Board.

The ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations is responsible for filing in a timely manner, on behalf of the Board, an annual report with the Department of Public Instruction, on prescribed forms, that states the following:

A. amount of collections and receipts, and accounts due from each source;

B. amount of expenditures for each purpose;

C. amount of the District's debt, the purpose for which each item of such debt was created, and the provision made for the payment thereof; and

D. other information as required by the Department, along with the audit report as approved by the Board.

The Board's annual financial statements shall also include information such as: 1) beginning and ending balances of capital assets; 2) beginning and ending balances of accumulated depreciation; and 3) total depreciation expense for the fiscal year.

Such reporting shall include description of significant capital asset activity during the fiscal year including: acquisitions through purchase or donation, sales or dispositions including the proceeds and gains or losses on the sale, changes in methods of calculating depreciation expense or accumulated depreciation, such as, estimates of useful life, residual values, depreciation methodology (e.g., straight-line or other method).

Before implementing procedures or changing procedures, the ~~Chief Finance and Business Services Officer~~Assistant Superintendent of Operations will review the proposed procedure with the auditor appointed by the Board to conduct the Board's financial audit. The procedures established shall comply with all statutorily required standards and generally accepted accounting procedures.

Revised 7/13/20
T.C. 5/8/23

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Legal 115.28(13), Wis. Stats.
115.30(1), Wis. Stats.
GASB #34
GASB #54
GASB #84

Book	Policy Manual
Section	7000 Property
Title	Copy of DISPOSITION OF PERSONAL PROPERTY ok CP
Code	po7310
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

7310 - **DISPOSITION OF PERSONAL PROPERTY**

The Board requires the District Administrator to review the personal property of the District periodically and to dispose of that material and equipment which is no longer usable in accordance with the terms of this policy. The disposition of real property is governed by Policy 7300 - Disposition of Real Property.

"Personal property" means property other than real property. It may be tangible, having physical existence, such as vehicles, equipment, or instructional materials or intangible, such as intellectual property.

"Real property" means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

A. **Instructional Material**

The District shall review instructional materials (i.e. textbooks, library books, manuals, support materials, etc.) periodically to determine the relevance of such materials to the present world and current instructional programs. The following criteria will be used to review instructional materials for redistribution and possible disposal:

1. concepts or content that do not support the current goals of the curriculum
2. information that may not be current
3. worn beyond salvage

B. **Equipment**

The District shall inspect the equipment used in the instructional program and other equipment owned by the District periodically, to determine the condition and usability of such equipment in the current educational program or other District operations. Should the equipment be deemed no longer serviceable or usable, the following criteria will be used to determine possible disposal:

1. repair parts for the equipment no longer readily available
2. repair records indicate the equipment has no usable life remaining
3. obsolete and no longer contributing to the educational program or in use for other operational purposes
4. some potential for sale
5. creates a safety or environmental hazard

C. **Disposition**

The District Administrator is authorized to dispose of obsolete instructional and other property by selling it to the highest bidder, by donation to appropriate parties, or by proper waste removal.

1. Sale or disposal of any excess or obsolete equipment that was purchased using federal funds will be accomplished in conformance with applicable federal regulatory requirements.
2. When the value of a piece of equipment deemed excess or obsolete exceeds $2,000, the District will make such equipment available for sale to the public in a fair and equitable manner.
3. Individual equipment valued at less than $2,000 and any excess or obsolete equipment that is not sold may be disposed of at the discretion of the ~~Chief Finance and Business Services Officer~~ Assistant Superintendent of Operations or designee.

4. All funds received through general fund equipment sales must be sent to the Business Office and deposited in the general fund. Funds received through food service equipment sales must be sent to the Business Office and deposited in the food service fund.

5. Any equipment which could present a possible liability or a cost disposal problem, should be traded in or disposed of in accordance with state and local ordinances and laws.

6. The Committee of the Whole or the Board must approve the sale of equipment when the aggregate fair market value exceeds $20,000.00

Revised 5/5/21
T.C. 6/13/22

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Legal 2 C.F.R. 200.312, 200.313

120.10(12), Wis. Stats.

120.13(19m), Wis. Stats.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Vol. 35, No. 1 - November 2025 Replacement DIGITAL CONTENT AND ACCESSIBILITY
Code	po7540.02 ok Full Team
Status	

Replacement Policy - Vol. 35, No. 1

7540.02 - **DIGITAL CONTENT AND ACCESSIBILITY**

A. **Creating Digital Content**

The Board authorizes staff members ~~**( ) and students [END OF OPTION]**~~ to create content for the District's website and District-approved/affiliated apps and services (see Bylaw 0100 - Definitions) ("digital content").

District-generated and school-related digital content must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA)) and reflect the professional image/brand of the District, its employees, and students. District-generated digital content must be consistent with the Board's Mission Statement and is subject to prior review and approval of the District Administrator before being published on the District's website or District-approved/affiliated apps/services.

[DRAFTING NOTE: CHOOSE ONE (1), BOTH, OR NONE OF THE FOLLOWING OPTIONS.]

(x) School-related student-created content for the Board's website or District-approved/affiliated apps/services are subject to Policy 5722 - School-Sponsored Publications and Productions.

(x) Creation of school-related content by students for the Board's website or District-approved/affiliated apps/services must be done under the supervision of a District staff member.

[END OF OPTIONS]

B. **Purpose of Digital Content**

The purpose of digital content covered by this policy is to educate, inform, and communicate. The following criteria shall guide the development of District-generated digital content:

1. **Educate**

   Digital content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

2. **Inform**

   Digital content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

   Digital content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information published on the Board's website and District-approved/affiliated apps/services should reflect and support the Board's Mission Statement, Educational Philosophy, and School Improvement Process.

When the digital content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-generated digital content to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact that no digital content published on the District's website or District-approved/affiliated apps/services may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue;

2. link to a website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

(x) Under no circumstances shall a staff member post on their personal web pages/websites or private digital accounts (i.e., non-District-approved/affiliated apps/services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board's website or District-approved/affiliated apps/services ~~(e.g., **[Progressbook/PowerSchool/Infinite Campus]**)~~ for the purpose of conveying information to students and/or parents. ~~**[END OF OPTION]**~~

(x) Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites and/or private digital accounts (i.e., non-District-approved/affiliated apps/services) (including, but not limited to, the staff member's personal accounts on Facebook, Instagram, Pinterest, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. **[END OF OPTION]**

(x) If a staff member creates digital content related to their class, it must be hosted on the Board's website or a District-approved app/service. **[END OF OPTION]**

~~**( )** The Board's website, including school-specific websites, shall be generally open/available to the public unless specific digital content is unique to a specific child and/or includes student personally identifiable information, in which case the information must be password-protected or access to it must be otherwise restricted. When digital content involving student personally identifiable information or information concerning coursework, particularly a specific student's classes/assignments, is password-protected/access is otherwise restricted, the student's parent(s)/guardian(s) will continue to have access to that digital content. **[END OF OPTION]**~~

Digital content published on the Board's website should reflect an understanding that both internal and external audiences will be viewing the information.

(x) The District Administrator shall prepare administrative guidelines defining the rules and standards applicable to staff ~~**( )** and students **[END OF OPTION]** who publish digital content on the Board's website and District-approved/affiliated apps/services.~~ who publish digital content onthe Board's website and District approved/affiliated apps/services.

The Board retains all proprietary rights related to the design of and content for its website(s) and any apps/services it operates and/or is affiliated with, absent written agreement to the contrary.

~~In order for a student's school work (i.e., work that is created in or for a class or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board.~~

~~Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website.~~

C. **Accessibility of Web Content and Mobile Apps**

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online through the web or a mobile app, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered in-person or online.

This policy reflects the Board's commitment and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects. For purposes of this policy, "web content" means the "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions." Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., web content or content in mobile apps in the following electronic file formats: portable document formats (PDF), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets."

1. **Technical Standards**

Web content and mobile apps that the District provides and/or makes available, directly or through contractual, licensing or other arrangements, shall comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, unless the Board can demonstrate that such compliance would result in a fundamental alteration in the nature of its programs, services, or activities, or an undue financial and administrative burden.

[DRAFTING NOTES:
(1) Districts with a population of 50,000 or more residents must fully comply with WCAG 2.1, Level AA standards by April 24, 2026; Districts with fewer than 50,000 residents must fully comply with WCAG 2.1, Level AA standards by April 26, 2027. (2) Since the deadlines depend on the population size, Wisconsin school districts should use the population estimate on the most recent Small Area Income and Poverty estimates (SAIPE). For districts that are entirely contained within one city or county, they may rely on the population figures for that city or county. If the district is unsure what deadline applies to them, they should consult legal counsel. (3) While the Department of Justice's Final Rule allows public entities to employ alternative designs,

methods, or techniques if they provide equivalent or greater accessibility and usability, Neola does not recommend that approach. If a board wants to consider an alternative technical standard, it should consult with its legal counsel. END OF DRAFTING NOTES]

Notwithstanding the preceding, Federal regulations provide for the following content types to have limited exceptions to the WCAG 2.1, Level AA requirements:

a. archived web content (provided all four (4) Federal criteria in 28 C.F.R. 35.104 are met);

b. certain preexisting conventional electronic documents (with specific restrictions);

c. third party content that is not created pursuant to a contract, license, or other arrangement between the Board and a third party;

d. password-protected or otherwise secured documents pertaining to a specific student, their property, or their account; and

e. preexisting social media posts.

Even when the preceding exceptions apply, the District, however, will still provide effective communication and reasonable modifications in accordance with the ADA.

Content maintained for any purpose other than reference, research, or recordkeeping does not qualify as one of the listed exceptions above, regardless of the date it was created. If the content is labeled "archived" or stored in an area clearly identified as being "archived" it still has not risen to the level required to fall into an exception.

When a person with a disability cannot access District-generated or -affiliated web content or mobile apps that meet WCAG 2.1, Level AA standards, the District will: (1) provide alternate means of access to the same information and functionality; (2) make reasonable modifications to policies, practices, or procedures; (3) ensure effective communication through appropriate auxiliary aids and services; and (4) respond to accommodation requests within five_____ (_5_) **[insert timeframe]** business days. Such accommodations may include: (a) alternative document formats (large print, Braille, audio); (b) telephone or in-person assistance for online services; and/or (c) email or mail delivery of information typically accessed online.

2. **Digital Accessibility Coordinator**

The Board designates its ~~**( )** Section 504/ADA Compliance Coordinator(s)~~ **(** ~~**x**~~**)** Technology Director **(** ~~**x**~~**)** __ Coordinator of Communications & Marketing_____ ~~**[END OF OPTIONS]**~~ as the District's Digital Accessibility Coordinator(s). ~~**(**~~ ~~**)** That individual~~ **(x)** ~~Those individuals **( )** is~~ **(x)** are ~~**[END OF OPTIONS]**~~ responsible for coordinating and implementing this policy.

~~**[SELECT OPTION 1 OR 2]**~~

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

~~See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.~~

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

x] [OPTION 2]

~~The District's Digital Accessibility Coordinator(s) can be reached at 715-261-0500 or communications@wausauschools.org_____ **[Insert name or title, address, e-mail, phone]**.~~

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

3. **Third Party Content**

Links included on the Board's website(s) and District-approved/affiliated mobile apps that pertain to its programs, activities, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). The District's Digital Accessibility Coordinator(s) or designee(s) will vet online content available on the Board's website and through District-approved/affiliated mobile apps that are related to the District's programs, activities, and/or services for compliance with this criteria for all new content published on the District's website and mobile apps after adoption of this policy.

Content posted by third parties (e.g., members of the public) on District platforms is exempt from the WCAG 2.1, Level AA requirements unless the third party is posting due to contractual, licensing, or other arrangements with the District. Those platforms, however, along with content posted by the District staff or contractors, must be fully compliant. **[DRAFTING NOTE: The District cannot contract with a third party to host the District's website, social media content, and mobile apps to avoid the District's obligations to comply with WCAG 2.1, Level AA. The third party exception only applies to content posted by an unaffiliated third party (e.g., a post by a community member on a District's social media page).]**

Additionally, nothing herein shall prevent the District from including links on its website(s) and apps/services to:

a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or

b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites must contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. **Regular Audits**

The District will, under the direction of the Digital Accessibility Coordinator(s) or designee(s), at regular intervals, audit the District's digital content to ensure it meets the required technical standards.

(x) This audit will occur ~~**( ) quarterly ( ) semi-annually ( ) at least annually**~~ **(x)** no less than once every two (2) years ~~**( ), with quarterly monitoring of high-priority content and newly published materials ( ) annually**~~ **(x)**, with quarterly monitoring of high-priority content and newly published materials ~~**[END OF INTERNAL OPTIONS**~~]. ~~**[END OF OPTION]**~~

[SELECT OPTION 1 OR OPTION 2]

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

~~The audit must be documented **( )** and include compliance assessment reports, identified accessibility barriers, remediation plans with specific timelines, vendor compliance status, and user complaint tracking and resolution **[END OF INTERNAL OPTION]**.~~

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

[x [OPTION 2]

If problems are identified through the audit, such problems will be documented, evaluated, and if necessary, remediated within a reasonable period.

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

5. **Reporting Concerns or Possible Violations**

If a person accessing the District's web content and/or District-approved/affiliated mobile apps (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1, Level AA standards, the user may contact the Digital Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II.

D. **Instructional Use of Apps/Services**

~~**[SELECT OPTION 1 or OPTION 2]**~~

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

~~The Board requires the **( )** District Administrator **( )** _____ **[END OF INTERNAL OPTION]** to pre-approve each app/service that a teacher intends to use to supplement and enhance student learning. To be approved, the app/service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the COPPA, SOPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA accessibility standards.~~

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

[X] ~~**[OPTION 2]**~~

A teacher who elects to supplement and enhance student learning through the use of apps/services is responsible for verifying/certifying to the **(X)** District Administrator ~~**( )** _____ **[END OF INTERNAL OPTION]**~~ that the app/service has a FERPA-compliant privacy policy, and it complies with all requirements of the COPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA accessibility standards.

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

The Board further requires **(X)** the use of a Board-issued e-mail address in the login process for District-approved/affiliated apps/services ~~**( )** prior written parental permission for a student seventeen (17) years of age or younger to use the student's personal e-mail address in the login process for District-approved/affiliated apps/services **[END OF OPTION]**~~.

E. **Training**

The District will provide ~~( ) annual~~ **(x)** periodic ~~**[END OF OPTION]**~~ training for its employees who 1) create web content, documents, or multimedia materials, 2) manage the Board's website and digital services, 3) select and contract with technology vendors, and 4) work on online communications.

The training should cover:

~~**[SELECT OPTION 1 OR OPTION 2]**~~

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

1. ~~WCAG 2.1, Level AA guidelines and success criteria,~~
2. ~~accessible document creation (PDFs, Word, PowerPoint),~~
3. ~~alternative text requirements for images and media,~~
4. ~~video captioning and audio description requirements,~~
5. ~~accessible form and navigation design,~~
6. ~~color contrast and visual design standards,~~
7. ~~vendor accessibility evaluation criteria, and~~
8. ~~the District's responsibilities under Title II of the ADA, including its grievance procedures.~~

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

[x] [OPTION 2]

this Policy and responsibilities associated with the specified staff members' roles related to the implementation of this policy and ensuring the District's digital content is appropriate and accessible.

[END OF OPTION 2]

(x) Such training shall be facilitated by qualified individuals with demonstrated knowledge, skill, and experience concerning the accessibility standards and ADA compliance. ~~**[END OF OPTION]**~~

~~**( )** New employees in covered positions must complete accessibility training within _____ **[insert timeframe]** of hire. **[END OF OPTION]**~~

F. **One-Way Communication Using the District Website and/or District-Approved/Affiliated Apps/Services**

The Board approves the use of its website and District-approved/affiliated apps/services to promote school activities and inform stakeholders and the general public about District news and operations.

(x) Included in this approval is the use of Short Message Service (SMS) texting for official District communications. The District SMS service will include:

1. Consent and Privacy for SMS Communication

   The District is committed to protecting the privacy of all recipients. The following terms govern the use of SMS communication:

   a. Explicit Consent (Opt-in): The District shall obtain explicit, verifiable permission (opt-in) before sending any SMS texts to students, parents, staff, or community members.

   b. Data Sharing: Information obtained as part of the SMS consent process will not be shared, sold, or rented to third parties.

   c. Data Collection: The District will not collect or save personal data or information from its SMS users beyond what is strictly necessary to maintain the opt-in list.

   d. Confidentiality: No confidential or personally identifiable student/staff information will be exchanged through SMS text messaging.

2. Types of SMS Communications

   If an individual has consented to receive school-related text messages from the District, they may receive messages related to:

   a. Emergencies and Cancellations

   b. ~~**( )** School and Office Appointments~~

c. **(x)** General Reminders (e.g., deadlines, schedule changes)

d. ~~**( ) District and School Events**~~

e. ~~**( ) Attendance Notifications**~~

f. ~~**( ) Transportation Updates**~~

g. ~~**( ) _____ [OTHER]**~~

h. ~~**( ) _____ [OTHER]**~~

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

3. Standard Messaging Disclosures

a. Message and data rates may apply. Message frequency may vary.

b. Users can opt-out at any time by texting **(x)**"STOP" ~~**( ) _____ [END OF OPTION]**~~.

c. ~~**( ) _____ [OTHER].**~~

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

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

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via the District's website and/or District-approved/affiliated apps/services to be one-way communication, public comments are not solicited or desired, and the website or app/service is to be considered a nonpublic forum.

If the District uses an app/service that does not allow the District to block or deactivate public comments, the District's use of that app/service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8305 - Collection, Classification, Retention, Access and Security of District Data / Information), but it will not review or consider those comments.

[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]

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Legal

118.125, Wis. Stats.

947.0125, Wis. Stats.

948.11, Wis. Stats.

995.55, Wis. Stats.

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

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

20 U.S.C. 1232g

28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities - Effective 6/24/2024)

34 C.F.R. Part 99

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	ARTIFICIAL INTELLIGENCE (AI)
Code	po7540.08 ok. Ed Team
Status	

Replacement Policy - Vol. 35, No. 1

7540.08 - **ARTIFICIAL INTELLIGENCE (AI)**

The Board acknowledges the positive impact and transformative potential of Artificial Intelligence (AI) in education and operations, emphasizing a balanced, people-centered approach. It supports the responsible and innovative use of AI in classrooms and professional settings, with the understanding that AI should enhance human interaction and instruction, not replace it, and all AI-driven decisions require human review. The District Administrator is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. The **(X)** District Administrator ~~**( ) _____ [END OF OPTIONS]**~~ is responsible for overseeing and ensuring compliance of this policy.

Definitions

For purposes of this policy, the following definitions apply:

Artificial Intelligence (AI)

AI refers to systems or tools capable of performing tasks that typically require human intelligence including, but not limited to, decision-making, problem-solving, and language understanding. AI is computer code that can resemble human intelligence to complete a given task (e.g., problem-solving, planning, etc.). It involves developing algorithms and systems that can perceive, reason, learn, and make decisions based on data made available to the AI tool.

Generative AI

A subset of AI that uses large language models (LLMs) and other advanced algorithms to create content, such as text, images, audio, or video, in response to user input.

Generative AI works by analyzing large datasets to learn patterns and features, which it then uses to generate new, original content. It uses complex algorithms, often based on neural networks, to make predictions based on the input data it has processed; thereby enabling it to create a wide range of outputs, from text and images to music and code, that mimic the style or characteristics of the data on which it was trained.

At its core, generative AI predicts the flows of language. Trained on massive amounts of text taken from publicly available internet sources to recognize the relationships that most commonly exist between individual units of meaning (including full or partial words, phrases, and sentences), LLMs can, with great frequency, generate replies to users' prompts that are contextually appropriate, linguistically facile, and factually correct.

Natural Language Processing (NLP)

A field of artificial intelligence that focuses on enabling computers to understand, interpret, and respond to human language in a meaningful way. Examples of NLP include, but are not limited to, Grammarly, GPT-Based APIs, Google Cloud Natural Language AI, Microsoft Azure Text Analytics, IBM Watson NLP, Amazon Comprehend, etc.

Large Language Model (LLM)

A sophisticated AI system trained on extensive text data to process and produce language; recognize patterns, grammar, and nuances. It can perform tasks like text generation, question answering, and language translation.

Algorithm

A set of rules or instructions guiding AI operations and decision-making.

Personally Identifiable Data/Personal Data

Refers to any information that can directly or indirectly identify an individual including, but not limited to, names, addresses, student records, and health information.

Proprietary Information/Data

Refers to a broad category of non-public, sensitive, or confidential data belonging to the District, its staff, or its operations. This information is considered the District's. This information is generally protected from unauthorized disclosure or use.

Open AI ("Open-Source AI")

Definition: AI models where the developers openly share the model's architecture, underlying code, and often the "weights" (the learned parameters of the model), and sometimes the training data. Open AI models accessed publicly present a high risk of data release, as data input is often used for AI tool training and can be publicly available. Open AI models may require the District to implement and manage its own wrapper or filtering layer. As a result, it is not recommended that Open AI tools/applications are used in districts due to the high potential of violating Federal and State laws. Open-Source AI also produces less reliable content, because it is accessing a pool of data that is not universally verified as accurate.

Closed AI ("Closed-Source/Proprietary AI")

Definition: AI models where the developers obscure or protect the model's architecture, underlying code, training data, and weights. Users interact with the model via a restricted service. Closed AI may offer better, contractually-guaranteed data security (e.g., "enterprise" versions), but its "black box" nature still requires a formal audit and contract. Closed AI developers typically manage these filters internally. Closed-Source or Proprietary AI produces more reliable results because it is accessing data sources that are controlled and can be verified as accurate.

Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies **(X)** including, but not limited to, the following: Policy 5505 – Academic Honesty; Policy 5500 – Student Code of Classroom Conduct; Policy 5500.01 – Conduct in Virtual Classroom; Policy 5517 – Student Anti-Harassment; Policy 5517.01 – Bullying; Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs and Activities; Policy 8330 – Student Records; Policy 2240 – Controversial Issues in the Classroom; Policy 7540.03 – Student Technology Acceptable Use and Safety; and Policy 7540.04 – Staff Technology Acceptable Use and Safety. ~~**[DRAFTING NOTE: Confirm and Select as Needed] [END OF OPTION]**~~

General Principles

A. **Transparency**

Users of AI tools must disclose when and how these tools have been employed in the creation of academic or professional work.

B. **Ethical Use**

District employees who use AI technologies must do so in ways consistent with institutional values, privacy standards, Family Educational Rights and Privacy Act (FERPA), Individual with Disabilities Education Act (IDEA), copyright laws, and ethical principles, honesty, trustworthiness, and personal dignity of both employees and students.

C. **Content Responsibility**

District employees who use AI technologies are responsible for the content created by that AI tool.

Evaluation and Approval

Before adopting any AI tool or system, the District will conduct a comprehensive risk assessment — evaluating data sources (including use of student Personally Identifiable Information), decision-making impacts on students, potential bias or disparate impact, and vendor compliance with privacy, security, and data retention laws — and ensure all contracts include clear legal, ethical, and technical safeguards aligned with FERPA, IDEA, COPPA, PPRA, Wisconsin statutes, and District policies. AI systems must be reviewed to ensure they are nondiscriminatory, fully accessible, and do not compromise the rights or individualized support of students, particularly those protected under federal and state civil rights laws.

AI Tool Selection

The District approves the use of Closed AI tools only, that have been carefully reviewed, evaluated and approved by **(X) Director of Technology** ~~_____ **[e.g., IT Director, Curriculum Director, or a AI Committee]**~~ for students and staff use.

Transparency

The District is committed to transparency and accountability in AI use by informing teachers, students, and parents when AI influences decisions, clearly explaining how it works and what data it uses, assigning oversight to **(X)** Director of Technology_____, and conducting regular audits to evaluate accuracy, fairness, and impact on equity and

student rights. The District will maintain a public AI Tool Inventory that lists every approved AI tool and includes a summary of its data-handling and privacy features. ~~**[ ]** The AI Tool Inventory will be posted on the District website. **[END OPTION]**~~

Vendor Vetting & Contracts

All AI tools used by the district must undergo a formal risk assessment by the IT/Legal department to review their Terms of Service and data handling practices to ensure compliance with all Federal and State privacy laws. The District prohibits the input by any user of any student information, staff information, or confidential district data into any AI tool that does not have a formal, vetted contract guaranteeing data privacy and non-use for training.

Employee Use of AI

Employees may integrate AI tools into their instruction at their discretion and should clearly define the parameters for AI usage in the classroom by students using District-approved AI applications/tools.

When using AI to create instructional materials, assessments, or feedback, employees shall maintain transparency by disclosing the role of AI in these processes. Employees must review and verify the accuracy and appropriateness of any AI-generated content.

Employees shall not input sensitive, confidential, personally identifiable, or proprietary information about students, colleagues, or institutional operations into AI systems that lack safeguards and policies to protect such data from being used in their training models, and if such information will be entered into an AI system, employees shall seek the approval of their **(X)** supervisor **(X)** Principal ~~**[END OF OPTION]**~~ before doing so.

Using AI detection software to enforce academic integrity should be done in accordance with the knowledge that this software is not foolproof and that the disruptive nature of AI technologies in education can lead to considerable confusion regarding expectations for AI use. Employees should use AI-detection ethically and as the starting point of an inquiry into a possible violation of academic integrity rather than as a definitive indication of student dishonesty. Employees must also disclose the use of AI software in course curricula.

Employees may use AI tools to enhance workflows, such as drafting communications, analyzing data, or developing reports, provided the outputs are verified for accuracy and compliance with State and Board policies. The use of AI tools for such purposes should be disclosed when disseminating AI output.

Student Use of AI

Students shall receive age-appropriate instruction about responsible AI use, digital citizenship, privacy, and the risks/limitations of AI prior to using AI.

Students are expected to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools and they should ask their teacher(s) when they have questions and/or need assistance.

Students may use AI tools for academic purposes when specifically and clearly permitted by their teacher(s). The use of AI must be properly disclosed and cited in accordance with the established guidelines and not be employed to undermine authentic learning or learning objectives for the course or assignment.

If a student has any questions about whether they are permitted to use AI tools for a specific class assignment, they should ask their teacher(s).

Unauthorized use of AI tools will be considered a form of plagiarism, unauthorized collaboration, or misrepresentation of AI-generated content as original work and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook or Policy 5500 – Student Code of Conduct and Policy 5505 – Academic Honesty. ~~**[DRAFTING NOTE: Confirm the Board has adopted both of these policies if included in this policy]**~~

Academic Accessibility

AI tools can be utilized to assist students with disabilities in accessing and understanding written materials. For example, text-to-speech software can help students with specific learning disabilities, visual impairments, or other disabilities in reading texts, and AI-powered translation tools can help students with hearing impairments understand spoken language (e.g., create transcripts or provide closed-captioning for spoken material). Specific use of AI technologies beyond universal application for students with disabilities is best addressed in each student's Individual Education Plan (IEP).

Employee Training

Employees will receive training ~~**( )** annually~~ **(X)** periodically ~~**[END OF OPTION]**~~ to ensure adherence to this and other related policies, data privacy, student records, and allowable/approved AI tools in the District.

Non-Academic Use of AI

Students and staff are prohibited in the use of AI from generating false or knowingly misleading representations of other students, staff, volunteers, or Board members that are reasonably interpreted as derogatory, threatening, or otherwise

objectionable to a reasonable person, including by way of AI generated or manipulated visual or verbal depictions of any such individual, or the distribution of such depictions through any means, for example via social media, regardless of whether the distributor created the depictions themselves.

Enforcement

Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The District Administrator will refer any illegal acts to law enforcement.

Questions or Concerns

Staff, parents, or members of the public who have questions or concerns regarding this policy or the use of AI in the District should contact the **(X)** District Administrator ~~( )~~ _____.

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Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Special Update - School Support Organizations - November 2025 Overview
Code	01 - Overview
Status	

WISCONSIN OVERVIEW AND COMMENTS

Special Update - School Support Organizations November 2025

Neola is partnering with Givebacks, Inc. on this special update on all policies related to School Support Organizations. This special update, created with coordination between Neola, Givebacks, and local Wisconsin legal counsel is provided to our WI clients as a part of Neola's regular update process.

Why This Is Important for School Districts

1. **Student Protection -** These policies ensure fundraising is **voluntary**, age-appropriate, and does not coerce or exploit students. They also prohibit unsafe practices (like raffles or unapproved advertising) and protect students from exposure to inappropriate content.
2. **Financial Transparency & Legal Compliance -** All fundraising activities—whether student-led, parent-run, or externally supported—must follow **strict financial controls**, comply with **GASB 84**, and meet **state and federal reporting standards** (e.g., F-33 Federal Financial Report). This promotes **accountability**, reduces the **risk of fraud**, and ensures **donor confidence**.
3. **Equity & Integrity -** Policies ensure that gifts, grants, and donations support **educational equity** and are distributed fairly. They protect schools from accepting contributions that may impose future obligations, create conflicts of interest, or lead to favoritism.
4. **Community Involvement with Boundaries -** While encouraging engagement from PTAs, booster clubs, and donors, the policies clearly define the **autonomy** and **responsibilities** of these groups, ensuring they operate **independently** while aligning **with District values**.
5. **District Branding and Liability Protection -** Policies restrict the use of the District's name, logo, facilities, or personnel in **unauthorized fundraising or promotional efforts**, guarding against misrepresentation, reputational harm, or unintended political/ideological association.
6. **Support for Student Leadership -** By allowing students to manage their own activity funds (with oversight but without adult control), these policies encourage **real-world learning**, **leadership**, and **financial responsibility**.

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

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

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

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

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

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

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

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

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

Processing Update Materials

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

Using Header Box Options in BoardDocs

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

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

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

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

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

District-Specific Materials

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

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;

2. New materials that the District develops in their entirety and exclusive of Neola;

3. Revisions or deletions that substantively depart from Neola's templates; and

4. Outdated material that a District did not keep current with Neola updates.

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

Notice Regarding Legal Accuracy

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

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

Policy Revisions

Policy 5830 - Student Fundraising (Revised)

This policy governs student fundraising activities within the school district. It ensures that fundraising is conducted in a controlled, ethical, and educationally appropriate manner. Fundraising must be for school-related purposes, approved by the Principal (and District Administrator if above a certain threshold), and comply with Federal dietary and financial regulations.

This policy protects students from coercion, ensures transparency and accountability in fund management, aligns fundraising with educational goals, and ensures compliance with legal and health standards. It also maintains the integrity of the school environment and prevents misuse of school resources.

The revision has technical corrections, financial requirements, additional oversight options, and cross-references to other policies. These revisions are recommended but not required.

Policy 6605 - Crowdfunding (Revised)

This policy regulates the use of online crowdfunding platforms to raise money or resources for district-approved educational activities, classrooms, or school-related programs. It ensures that crowdfunding activities align with the District's educational mission, maintain financial transparency, and protect student privacy. It also prevents misuse of school branding and resources, ensures legal compliance, and protects donors by requiring the use of secure, low-fee platforms.

The revision adds crowdfunding platforms and additional monitoring requirements. These revisions are recommended but not required.

Policy 6608 - Accountability And Oversight Of Fundraiser And Crowdfunding Disbursements (New)

This policy states that all funds raised through student, parent, or private group-led fundraising and crowdfunding efforts—whether managed by the district (custodial) or by outside groups (non-custodial)—are properly documented, reported, and aligned with State and Federal financial standards, including GASB 84 and Federal reporting requirements. It requires detailed profit-and-loss reports, receipts, and records of how funds are spent or donated to the district. The policy also outlines consequences for non-compliance. This helps protect the integrity of school financial operations and maintains trust with the public and donors.

This new policy provides additional accountability for fundraising and crowdfunding activities. It is strongly recommended but not required for adoption.

Policy 6610 - Nondistrict-Supported Student Activity Accounts (Revised)

This policy allows the creation and maintenance of student activity accounts for approved activities that do not receive financial support from the District. While the District holds these funds in custodial accounts (per GASB 84), students are fully responsible for managing the funds—including budgeting and spending—without any financial control or approval from

District staff. Staff advisors may supervise but cannot make or influence financial decisions. These activities must follow established guidelines for fundraising, accounting, and use of District resources. The policy requires that student-led, self-funded activities be managed independently but responsibly, with proper safeguards in place to comply with legal and financial regulations.

The revision adds an accounting requirement and includes technical corrections. These revisions are recommended but not required.

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

This policy outlines how the District accepts and manages gifts, grants, and bequests from individuals or organizations. The Board retains the right to approve, reject, or define the use of any donation. Accepted gifts become the property of the District and must align with Board policies and applicable laws. The policy also cites non-discrimination in the acceptance of donations and establishes reporting, tax acknowledgment, and transparency requirements. This helps create a process that handles donations ethically, legally, and transparently, protecting both the District and the donor. Additionally, it helps prevent the acceptance of gifts that could create liability, favoritism, or conflicts of interest, maintaining the trust of the school community.

The revision includes additional accountability and protections for the Board and District. These revisions are recommended but not required.

Policy 9211 - School Support Organizations (Rescind)

This policy is rescinded and renumbered to replacement Policy 9215 for better alignment with the numbering used by all states in the Neola network.

Policy 9215 - School Support Organizations (Renumbered/Replacement)

This policy establishes the standards, responsibilities, and oversight for school support organizations (SSOs)—such as PTAs, PTOs, Booster Clubs, and educational foundations—that raise funds or donate resources to support District schools and activities. The policy defines what constitutes an SSO, outlines approval and documentation requirements, and ensures transparency and accountability in financial activities. The policy protects the District's integrity, financial transparency, and legal compliance while supporting valuable community involvement. It ensures SSOs operate independently yet responsibly, aligning their goals with those of the District without creating liability for the school system. It also ensures donations and fundraising are managed ethically, helping to maximize benefits to students while safeguarding public trust.

This policy has been redrafted by Neola legal counsel. Its re-adoption is strongly recommended, as it contains important text that satisfies state and federal accountability requirements.

Policy 9700 - Relations with Non-School Affiliated Groups (Revised)

This policy sets clear rules for how non-school-affiliated (outside) groups may interact with students, staff, and District facilities. It prohibits the use of District resources—including names, logos, facilities, or personnel—for advertising, promotion, or fundraising. The policy balances the value of community involvement with the need to safeguard educational priorities and legal responsibilities.

Neola is reissuing this policy with one revision. The policy is referenced in several of the update policies in this special update, and clients may desire to confirm their original choices as a part of this update process. Finally, the revision in the non-discrimination statement is consistent with the Vol. 35, No. 1 - Nondiscrimination - November 2025 Special Update.

Policy 9700.01 - Advertising and Commercial Activities (Revised)

This policy outlines the rules and limitations for advertising and commercial activities involving students, staff, or District property. It defines advertising broadly and establishes strict controls over when, where, and how commercial messages or promotions may appear in schools. By balancing community involvement with strict oversight, the policy ensures any commercial presence aligns with the District's mission and public trust.

The policy contains expanding restrictions in the option for political advertising. In addition, this policy is referenced in several of the update policies in this special update, and clients may desire to confirm their original choices as a part of this update process. Finally, the revision in the non-discrimination statement is consistent with the Vol. 35, No. 1 - Nondiscrimination - November 2025 Special Update.

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of STUDENT FUND-RAISING ok Cale
Code	po5830
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

5830 - **STUDENT ~~FUND-RAISING~~FUNDRAISING**

The 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 ~~fund-raising~~fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

Student-Led ~~Fund-Raising~~Fundraising for School-Related Organizations

The Board will permit student ~~fund-raising~~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 may permit fundraising by approved school organizations, those whose funds are managed by the Board.

~~ **]** Contracts with vendors for student fundraising activities shall establish the~~

~~**( )** profit per item~~

~~**( )** percentage of the profit~~

~~that will be earned by the sponsoring organization~~, regardless of whether that activity is conducted on or off school property.

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

School-level fundraisers must be approved by the Principal. The Principal may permit fundraising by approved school organizations, those whose funds are managed by the Board. ~~**( )** If the fundraiser is expected to exceed _____ dollars it shall have District Administrator's approval. **[END OF OPTION]**~~ The Board requires that ~~fund-raisers~~fundraisers by student clubs and organizations that involve the sale, to students, of food and/or beverage items that will be consumed on campus, the food and/or beverage items to be sold comply with the current USDA Dietary Guidelines for Americans and the Smart Snack Rules. Each student organization shall be permitted two (2) ~~fund-raising~~fundraising exceptions per school year where foods and beverages that are not allowable under the Smart Snack Rules can be sold. If approved, ~~fund-raisers~~fundraisers that involve the sale, to students, of food items or beverages to be consumed on District property shall not compete directly with the sale of reimbursable meals. Each exempt ~~fund-raiser~~fundraiser cannot be longer than two (2) consecutive weeks.

~~Fund-raising by approved school organizations, those whose funds are managed by the District, may be permitted in school by the Principal.~~

~~Fund-raising off-school grounds may be permitted by the District Administrator.~~

~~Fund-raising~~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 District Administrator. 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.

All funds raised must be deposited in accordance with Policy 6630 - Cash Handling and Deposits.

[X **]** The fundraiser's donation and withdrawal reports must be filed with the **( )** _____ **(**X **)** Principal **[END OF OPTION]**, verified against deposits, and retained for audits and routed to the Business Office_____ for internal controls. ~~**[END OF OPTION]**~~

[~~-~~X All contributions made to the school or District through these student fund-raisers, either in-kind or in cash need to be reported in a consolidated electronic, auditable form to ~~**( )** _____~~**(**X **)** Principal ~~**[END OF OPTION]**~~, and also provided to the ~~–~~Business Office_____ for proper accounting. ~~**[END OF OPTION]**~~

~~**[ ]** 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~~

~~**( )** Board.~~

~~**( )** District Administrator.~~

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

~~**[ ]** 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 _____.~~

~~**OR**~~

~~**( )** of the Board upon the recommendation of the District Administrator.~~

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

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

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

The District Administrator shall establish administrative guidelines for the solicitation of funds which shall:

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 events.

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

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Legal Wis. Stat. 103.23

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of CROWDFUNDING ok Cale
Code	po6605
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

6605 - **CROWDFUNDING**

This policy applies to the use of any form of crowdfunding utilizing an online service or website-based platform for the financial benefit or gain of the District – be it a specific classroom, grade level, department, school, or curricular or extra-curricular activity.

For purposes of this policy, "crowdfunding" is ~~defined as~~ the solicitation of ~~resources~~funds, supplies, or other resources from individuals and/or organizations to support ~~identified~~specific activities, ~~or~~ projects, or programs ~~that enhance the educational program or a specific cause~~ approved by the District. ~~The solicitation~~Crowdfunding is typically from a large number of individuals/organizations utilizing internet-based technologies.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.

Such approved crowdfunding activities are authorized to use the District name, logo, mascot, or any other name or slogan that ~~which~~ would associate an activity with the District. Unauthorized use of District branding is strictly prohibited. (See Policy 9700.01 - Advertising and Commercial Activities)

All crowdfunding activities shall align with the financial, operational, and platform standards outlined in Board policies. The **(** ~~x~~X ~~)~~ Principal ~~( )~~ _____ ~~**END OF OPTION**~~ shall be responsible for monitoring compliance with this policy, approving platforms, and reviewing activities for alignment with District goals. If a crowdfunding activity is found to be in non-compliance with any appropriate Board Policy, it will result in the immediate cessation of the crowdfunding activity and the ~~( ) Board~~ **(**x **)** District Administrator ~~**END OF OPTION]**~~ may prohibit future fundraising privileges.

All approved crowdfunding activities shall protect the privacy of students, children, and young adults in accordance with Board policies and District administrative guidelines and applicable State and Federal law, including Family Education Rights and Privacy Act (FERPA) and ~~IDEIA~~Individuals with Disabilities Education Act (IDEA).

All funds raised through approved crowdfunding activities shall be disbursed in accordance with Policy 6608 - Accountability and Oversight of Fundraiser and Crowdfunding Disbursement and all other applicable Board policies.

Materials, supplies, equipment, and other proceeds of the crowdfunding activity shall become the property of the District or school. ~~Cash~~Direct cash payments or equivalent payment to District-personnel is prohibited ~~( ) if they exceed $25.00 **[END OF OPTION**~~. All fiscal transactions shall comply with appropriate Board policies.

Approved crowdfunding activities must be conducted through a district-approved platform that meets the following standards:

A. Systems and Organizational Controls (SOC 2) Type I Certification or equivalent standard recognized as best practice in the industry. (minimum):

   The platform must demonstrate compliance with SOC 2 or equivalent standards, ensuring strong controls for security, availability, processing integrity, confidentiality, and privacy. Compliance with this standard guarantees that the platform adheres to industry-recognized best practices for safeguarding sensitive data and financial transactions.

B. Low Fees: Platforms must not exceed a fifteen percent (15%) fee structure to ensure that the funds raised benefit the District maximally and minimize donor loss.

All crowdfunding activities are subject to AG 6605 and other applicable Board policies including, but not limited to, Policy 5830 - Student Fundraising.

Revised 7/13/20

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Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	New Policy - Special Update - School Support Organizations - November 2025 - ACCOUNTABILITY AND OVERSIGHT OF FUNDRAISER AND CROWDFUNDING DISBURSEMENTS ok Cale
Code	po6608
Status	

New Policy - Special Update - School Support Organizations

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

The 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 benefit 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 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 shall 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 shall 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.

(X ~~-~~) A profit and loss report must be prepared and submitted to the **(X)** Principal ~~**( )** _____ **[END OF OPTION]** within ten (10) business daysfollowing the close of the fundraiser~~ on a quarterly basis. ~~The profit and loss report of each fundraiser shall be approved by the **( )** 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.

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

~~**( )** The report submitted shall 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 shall 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

(X) All reports shall be available for the **(-X)** Business Office _____ 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 organizations financial records. The ~~**( )** Board~~ **(-X)** District Administrator ~~**( )** _____ **[END OF OPTIONS]**~~ may impose other corrective actions that are necessary and appropriate to protect the integrity of the Board's financial operations and to meet the financial reporting standards.

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Legal Governmental Accounting Standards Board (GASB) Statement No. 84

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS ok Cale
Code	po6610
Status	
Adopted	December 9, 2019
Last Revised	June 10, 2024

6610 - **NONDISTRICT-SUPPORTED STUDENT ACTIVITY ACCOUNTS**

The Board authorizes the maintenance of approved student activity accounts for nondistrict-supported student activities as allowed by DPI regulations and the auditor's recommendations in accordance with GASB 84. Approval of the establishment of any student activity account for a nondistrict-supported student activity, after the student activity is approved, without District financial support, in accordance with Policy 2430 - District-Sponsored Clubs and Activities, shall be determined by the District Administrator before monies can be collected or disbursed in the name of said activity.

Definitions

The following definitions are provided for these terms within the context of this policy:

A. **District-sponsored student activity:** All student activities recognized by the District as approved co-curricular/extra-curricular activities are designated as District-sponsored, including both District-supported and nondistrict-supported student activities. (See Policy 2430 - District-Sponsored Clubs and Activities and Policy 6611 - District-Supported/Sponsored Student Activity Accounts)

B. **District-supported student activity:** The District provides financial support of the student activity and exercises administrative control over dispersal of the activity's funds. (See Policy 6611 - District-Supported/Sponsored Student Activity Accounts)

C. **Nondistrict-supported student activity:** The District does not provide financial support of the student activity and does not exercise administrative control over dispersal of funds.

Other terms are used as defined in Bylaw 0100 - Definitions.

Nondistrict-supported Student Activities

Nondistrict-supported student activity accounts are intended to provide a custodial account for an approved student activity for which the District does not provide funds (i.e., have financial involvement) or exercise administrative control over the funds. Such nondistrict-supported student activities may not be required by any course or provide any academic credit. These student activities are established for District students and may have a District-assigned and/or a District-compensated staff advisor/coach for supervisory purposes. While these student activities may use District facilities, equipment, and materials, the funds for these activities are self-managed by the students. Assistance from parents or other volunteers is permissible (see Policy 8120 - Volunteers). ~~Fund-raising~~Fundraising is permissible in accordance with District policies (see Policy 5830 - Student ~~Fund-Raising~~Fundraising and Policy 9700 - Relations with Non-School Affiliated Groups). Equal access shall be provided in accordance with Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities. A District staff member may serve as an advisor/coach, but decisions regarding money must be made by the students, as long as such expenditures do not violate District policies (e.g., purchase of illegal items, purchase of nonconforming technology, purchase from a non-approved vendor). As a fiduciary in accordance with GASB 84, the District maintains custodial accounts for the student activity, but does not determine or approve how account monies are used since financial decisions are made by the students without administrative control or endorsement from District staff.

Criteria for Nondistrict-Supported Student Activity Accounts

Nondistrict-supported student activity accounts may be established if all of the following criteria are met:

A. The student activity account has been approved in accordance with this policy.

B. The student activity account will be captured upon receipt and tracked to a corresponding General Ledger code for reporting, financial controls, and to accurately report for revenues and expenditures.

C. The activity's students or student officers make all decisions regarding revenues, budgeting, and expenditures.

D. Any request to expend money from the account must be endorsed in writing by the activity's President and Treasurer.

E. The activity's advisor/coach is ~~NOT~~not permitted to make decisions regarding money, nor may the advisor/coach initiate or endorse any expenditure request.

F. The student activity account is not under the District's control, nor subject to District oversight.

General Provisions

The purpose of District-sponsored activities is to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131 - Educational Outcome Goals and Expectations. District-sponsored activities must be approved in accordance with Policy 2430 - District-Sponsored Clubs and Activities or Policy 2431 - Interscholastic Athletics.

District-sponsored student activities are authorized to use the District name, logo, mascot, or any other name or slogan ~~which~~that would associate an activity with the District provided such use is consistent with other applicable District policies.

Student ~~fund-raising~~fundraising shall be conducted in accordance with Policy 5830 - Student ~~Fund-Raising~~Fundraising and Policy 9700 - Relations with Non-School Affiliated Groups.

All collected money shall be handled, secured, and deposited in accordance with Policy 6630 - Cash Handling and Deposits. Misappropriation of activity monies, ~~which includes~~including theft or any other misuse of monies, will result in discipline up to and including suspension, expulsion, and/or termination of employment.

Discontinued Student Activities

~~**( )** After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict-supported student activity shall be transferred to the Student Council's account unless the discontinued student activity had provided other instructions for dispersal of its unexpended funds.~~

(x) After one (1) full school year of inactivity, the unexpended funds of a discontinued nondistrict~~District~~-supported student activity shall be transferred to the District's General Fund - Fund 10.

Revised 2/14/22
Revised 3/11/24

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Legal 120.16(2), Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of GIFTS, GRANTS, AND BEQUESTS OK Cale
Code	po7230
Status	
Adopted	December 9, 2019
Last Revised	February 14, 2022

7230 - **GIFTS, GRANTS, AND BEQUESTS**

The Board is appreciative of public interest in and goodwill toward the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the approval and administration of gifts, grants, and bequests 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 transgender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes")~~. Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260 - - Nondiscrimination and Access to Equal Educational Opportunity.

All gifts, grants, or bequests~~ that are approved by the Board will be formally~~shall submitted to the Board, and if accepted, acknowledged ~~at a~~by the Board~~ meeting~~.

The Board shall provide written acknowledgment to the donor of any accepted cash donation of $250 or more and any non-cash donation the value of which is $250 or more. Such acknowledgment shall include the amount of cash or a description of any non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

[X **]** ~~All~~ A~~a~~ccepted gifts, grants, or bequests shall be acknowledged by the District/Building~~Board~~. ~~**[END OF OPTION]**~~

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative ~~guidelines~~procedures applying to all properties, equipment, materials, and funds owned by the Board~~, subject to the Board's effort to comply with any specific wishes of the donor~~. The title of all gifts shall be in the name of the Board.

Any equipment with a value of $250 or more proposed to be purchased by a parent organization or non-District entity for use in the school, on District property, or at a District-related event shall be submitted to the District Administrator for analysis prior to the purchase.

The Board reserves the right ~~to refuse~~ to not accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District. The Board is under no obligation to replace a gift or memorial if it is lost, stolen, destroyed, or becomes unserviceable. ~~**[END OF OPTION]**~~

~~**(**~~ **X)** Any gifts, equipment, materials or classroom supplies purchased on behalf of or given by school support organizations (SSOs) should be submitted via the fundraising approval processes (See Policy 9215 - School Support Organizations) and if funds are to be collected from the community, they should be obtained through a secure, cloud-based **( )** Board **(**X **)** District Administrator~~ **[END OF OPTION]**~~ approved crowdfunding site for transparency and oversight of gifts and donations made for proper reporting and reconciliation. The approved crowdfunding site must meet the technology standards as identified in Policy 6605 - Crowdfunding. Donations collected externally to the school should be submitted alongside a donation form completed by the donor to the District. **(**X **)** (See Form 7320 F1)

All gifts to employees shall be consistent with the Board's adopted policy regarding employee ethics or gifts to an individual employee.

Revised 12/14/20

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Legal

118.13 Wis. Stats.

118.27, Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of DISTRICT-SUPPORT ORGANIZATIONS
Code	po9211 Rescind
Status	
Adopted	March 11, 2024

~~9211 **DISTRICT-SUPPORT ORGANIZATIONS**~~

~~The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.~~

~~The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions. The District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.~~

~~The Board encourages parents and District staff to participate in such organizations.~~

~~Any organization described in this policy must obtain advance written permission from the District Administrator before using any of the District's logos or name as well as the District's or school's slogans for the purpose of describing or promoting the organization or any activity of the organization.~~

~~Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.~~

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Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Renum/Replacement Policy - Spec. Upd. - School Support Organizations - November 2025 - SCHOOL SUPPORT ORGANIZATIONS (SSO) ok Cale
Code	po9215
Status	

Renum./Replacement - Spec. Upd. - School Support Organizations

~~9211~~9215 - ~~**DISTRICT-SUPPORT ORGANIZATIONS**~~**SCHOOL SUPPORT ORGANIZATIONS (SSO)**

~~The Board appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board.~~

~~The Board recognizes that parent-teacher organizations and other school-related community organizations are channels through which school personnel, parents, and other citizens may discuss educational concerns, problems, and needs and work together toward solutions.~~ ~~**( )** The District Administrator is authorized to provide support and assistance as appropriate upon the request of such an organization.~~

~~The Board encourages parents and District staff to participate in such organizations.~~

~~**[ ] OPTION [DRAFTING NOTE: The more oversight the District takes on with respect to these organizations, the more obligation it takes on relative to the activities of the organization. Districts should carefully consider whether this level of oversight serves the interests of the organization and/or the school/District.]**~~

~~The District Administrator shall:~~

A. ~~**( )** review the objectives of each volunteer group to determine that relevant educational needs are being addressed;~~

B. ~~**( )** provide assistance to a group in planning its activities;~~

C. ~~**( )** monitor the plans and activities of each group to ensure compliance with laws, Board policies, and the District Administrator's administrative guidelines;~~

D. ~~**( )** communicate school and/or District needs and concerns to the volunteer groups and those of the groups to the Board;~~

E. ~~**( )** approve in-District fund-raising activities of a volunteer group as well as fund-raising activities held off-premises which involve students and require that for any fundraisers by District support organizations that involve the sale to students of food items and/or beverages that will be consumed on campus, the food and/or beverages items to be sold comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules;~~

F. ~~**( )** establish and maintain procedures related to proposed monetary and other gifts to the District that will provide for proper screening, acceptance, acknowledgement, and use, consistent with accounting procedures established by the State.~~

~~Any organization described in this policy must obtain advance written permission from~~ ~~**( )** the District Administrator~~ ~~**( )** Building Principal or District Administrator~~ ~~**( )** the Board~~ ~~**[END OF OPTIONS]** before using any of the District's logos or name~~ ~~**( )** as well as the District's or school's slogans, specifically: _____, _____~~ ~~**[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.~~

~~By the end of _____ of each year, each group shall submit its tentative goals and objectives along with its fund-raising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fund-raising plans change during the school year, the District Administrator is to be advised before any final revisions are~~

~~made.~~

~~The District Administrator shall implement administrative guidelines that will require each group's fund-raising activities are in compliance with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day. The guidelines shall also require that the funds are used for school-related projects that have the approval of the District Administrator and the Principal.~~

~~The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.~~

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

~~Each volunteer organization that intends to work within the school setting may only do so in cooperation with the Principal and other staff members, including for such activities as fundraisers, meetings, and the like.~~

~~**[DRAFTING NOTE: The more oversight the Board takes on concerning school support organizations (SSO), the more obligation it takes on relative to the organization's activities. Boards should carefully consider the level of oversight and requirements in State or Federal law regarding such oversight, with the interests of the organization and/or the school/Board when making choices within this policy. However, many states have enacted legislation that mandates such a level of oversight, and Federal Accounting Procedures regarding appropriate donation reporting; therefore, such oversight could be considered in the Board's best interest.]**~~

The Board believes that school support organizations (SSOs) provide invaluable assistance to the students of this District and its programs and appreciates the efforts of all organizations whose objectives are to enhance the educational experiences of District students, to help meet educational needs of students, and/or provide extra educational benefits not provided for, at the time, by the Board. The Board encourages parents and staff to participate in such organizations.

Definitions

For purposes of this policy, the following terms are defined as follows:

SSOs: include the following: Booster Club, Foundation, Parent Teacher Association (PTA), Parent Teacher Organization (PTO), Parent Teacher Support Association, or any other nongovernmental organization or group of persons whose primary purpose is to support a District, school, school club, or academic, arts, athletic or social activities related to a school, that collects or receives money, materials, property or securities from students, parents or members of the general public.

[~~-~~X**]** A group of people who merely request that students, parents, or members of the general public make donations to a District, school, school club, or academic, arts, athletic or social activity related to a school or assist in the raising of funds for a specified purpose under the sponsorship of a school employee where the funds are turned over to the school to be used for the specific purpose for which the funds were raised, shall not be considered a SSO. **[END OF OPTION]**

Donation: Any gift or contribution of money, materials, property or securities from any nongovernmental source received by a school official or employee for the benefit of a District, school, school club, or academic, arts, athletic or social activity related to a school.

Internal School Funds: Any and all money received and accounted for at individual schools by school administration, and specifically include, but are not limited to: (a) Any donation or grant made to the school, a school club, or any academic, arts, athletic or social activity related to a school; (b) Funds for cafeteria services operated at the school; (c) Fees collected by the school; (d) Funds transferred to the local school from the school board that are to be accounted for at the local school level; (d) Funds raised through cooperative agreements with outside organizations; (e) Rental fees charged outside entities for use of school facilities; and (f) Student activity funds.

The ~~**( )** District Administrator~~ **(**X **)** Principal ~~**[END OF OPTION]**~~ is authorized to provide support and assistance as appropriate upon the request of such an organization.

~~**[ ] Prior Approval Process**~~

~~Before the SSO may begin soliciting, raising, or collecting money, materials, property, or securities to support a District, school, school club or any academic, arts, athletic or social activity or event related to a school, the SSO shall submit documentation to the District, that at a minimum, documents the following:~~

A. The SSO's status as a nonprofit organization, foundation or a chartered member of a nonprofit organization or foundation; provided, however, that nothing in this section shall require that the organization be a 501(c)(3) organization under the Internal Revenue Code, codified in 26 U.S.C. 501(c)(3);

B. The goals and objectives of the SSO; and

C. The telephone number, address and position of each officer of the organization.

[ ] Additionally, prior to approving an SSO, the District Administrator shall:

A. review the objectives of the SSO to determine that relevant educational needs are being addressed;

B. monitor the plans and activities of the SSO for compliance with laws, Board policies, and any administrative guidelines;

[END OF OPTION]

[X] Annual Requirements

(X **)** The SSO shall annually, before the beginning of the school year, submit documentation to the District verifying its continued existence as a nonprofit organization. The digital form shall document, at a minimum:

A. the goals and objectives of the organization; and

B. the current telephone number, address and position of each officer of the organization.

( ) The SSO shall file a statement of total revenues and disbursements at the end of the school year.

( ) The SSO shall also annually provide a digital record an annual remittance of insurance coverage.

( ) Approval is required before an SSO undertakes any fundraising activity to ensure there will be minimal conflicts in the scheduling of fundraisers. This approval shall not make the fundraising activity a school-sponsored activity.

( ) The District shall post or publish a list of organizations that have complied with State law and the requirements detailed in this policy. This posting or publication will be published by _____ on the District's website.

( ) Any SSO that has met the requirements of this policy and is officially listed on the District's website, the Board will provide annual training to, at a minimum, the officers of the SSO to aid in full compliance with these established standards.

[END OF OPTIONS]

[ ] Recordkeeping Requirements

All SSOs shall maintain, at a minimum, the following:

A. detailed statements of receipts and disbursements;

B. minutes of any meetings; and

C. a copy of its charter, bylaws, and documentation of its recognition as a nonprofit organization.

( ) The SSO records shall be maintained for a period of at least four (4) years and be available upon request by any member of the District community.

( ) Upon request, the SSO shall provide to the District, or any authorized and appropriate Auditor, access to all books, records, and bank account information for the organization.

[END OF OPTIONS]

[ ] SSO Officer Responsibilities

The SSO officers shall be responsible for the following:

A. safeguarding the SSO funds;

B. assuring that the funds are spent only for purposes related to the goals and objectives of the SSO; and

C. adopting and maintaining appropriate written policies for the SSO specifying reasonable procedures for accounting, controlling, and safeguarding any money, materials, property, or securities collected or disbursed by it.

( ) All the voting members of any SSO board shall not be District staff members.

( ) A District staff member may not be a treasurer or bookkeeper for an SSO. Further, a staff member shall not be the signatory on the checks of an SSO.

[END OF OPTIONS]

[ ] Limitation of Liability

The District Administrator shall require each SSOs fundraising activities comply with all applicable Board policies, including, but not limited to, the requirement that, if approved, fundraisers that involve the sale to students of food items or beverages to be consumed on campus can only be conducted from thirty (30) minutes following the close of the last lunch period until thirty (30) minutes after the end of the school day.

All disbursements of donations shall comply with State and Federal law as well as the provisions in Policy 6608 – Accountability and Oversight of Fundraiser and Crowdfunding Disbursements.

( ) SSOs shall indemnify and hold the Board harmless from and against any and all claims and causes of action arising out of or related to the SSOs' acts and omissions in carrying out their activities. The District, Board, or any Board staff member shall not incur any liability for the recognition of an SSO or the SSO's failure to safeguard school support organization funds.

( ) SSOs shall purchase liability insurance (riders – self insured) to cover such indemnification and to protect the SSO and Board against claims for damage or injury resulting from any act or omission on the part of the SSO. The amount of insurance coverage shall not be less than $1,000,000, and the SSO shall provide the Board with sufficient digital documentation demonstrating that the Board is named as an additional insured on the policy.

( ) The Board may require additional coverage for on-site events.

( ) The Board may offer the opportunity for any authorized SSO to receive coverage under the Board's liability insurance program to protect the entity against claims resulting from damage or injury resulting from any act or omission of the SSO. The SSO shall pay for such coverage.

[END OF OPTIONS]

[ ] Required Compliance Measures

( ) Any organization described in this policy must obtain an advance written cooperative agreement from **( )** the District Administrator **( )** Building Principal or District Administrator **( )** the Board **[END OF OPTION]** before using any of the District's logos or name **( )** as well as the District's or school's slogans, specifically: _____, _____ **[DRAFTING NOTE: Identify any specific slogans or taglines that would identify a connection to the District or a school] [END OF OPTION]** for the purpose of describing or promoting the organization or any activity of the organization.

( ) By the start of each year, each group shall submit its tentative goals and objectives along with its fundraising plans for the next school year to the District Administrator for review by the Board. Should the goals and objectives or fundraising plans change during the school year, the District Administrator is to be advised before any final revisions are made.

( ) The District Administrator shall ensure that the Board receives an annual accounting of each group's receipts and expenditures by no later than _____ of each year.

[END OF OPTIONS]

Nondiscrimination

SSOs shall allow participation by parents, staff, and community members. All meetings should be communicated to the District and/or school and be open to the public. SSOs shall not discriminate on the basis of a class of individuals protected by State and/or Federal law (collectively "protected classes").

Persons shall not be excluded from participation in SSOs based upon the extent or level of their past participation.

Other Rules and Procedures

The following additional rules and procedures shall govern the working relationships between the Board, staff, and any approved SSO. The Board may revoke formal recognition and suspend fundraising privileges of any SSO that fails to comply with these rules:

A. The Board relies upon approved SSOs to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw sponsorship from any outside support organization that violates the bounds of community taste.

B. Membership should be available to staff, as appropriate, and members of the community in addition to parents.

C. SSOs shall work in cooperation with the Principal and other staff members and shall abide by the policies of the Board. It shall be the responsibility of each outside support organization to monitor its activities to assure compliance with Board policy.

D. SSOs are encouraged to set goals that are consistent with those of the particular programs, activities or sports being supported as articulated by the coach/advisor and/or athletic director of such program, activity or sport, to avoid duplication of effort and to maximize the benefit to the organization or group.

E. SSOs must abide by the policies and procedures established for the use of Board facilities and grounds. Projects that require any modification or alteration to Board property must be pre-approved by the District Administrator.

118.13 Wis. Stats.
118.27 Wis. Stats.
I.R.C. 170(f)(8)
I.R.C. 170(f)(12)
Title VI, Civil Rights Act of 1964
Title IX, Education Amendments of 1972
Section 504, Rehabilitation Act of 1973
Americans with Disabilities Act

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Legal

118.13 Wis. Stats.

118.27 Wis. Stats.

I.R.C. 170(f)(8)

I.R.C. 170(f)(12)

Title VI, Civil Rights Act of 1964

Title IX, Education Amendments of 1972

Section 504, Rehabilitation Act of 1973

Americans with Disabilities Act

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Code	po9700
Status	
Adopted	December 9, 2019
Last Revised	May 12, 2025

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

It is the policy of the Board that students, staff members, and District facilities not be used for advertising or promoting the interests of any non-school related agency or organization, public or private, without the approval of the District Administrator; and any such approval, granted for whatever cause or group, shall not be construed as an endorsement of said cause or group by this Board. All crowdfunding activities are subject to Policy 6605 - Crowdfunding.

No non-school affiliated group may use the name, logo, mascot, or any other name or slogan that ~~that~~ would associate an activity with the District without the specific written permission of the District Administrator. Additionally, no non-school affiliated group may use any assets of the District, including but not limited to facilities, technology, or communication networks, without the specific written permission of the District Administrator.

School District Referendum Advocacy

This policy applies expressly to any outside organization's advocacy concerning School District referenda. Any such organization, whether advocating in favor of or in opposition to a referendum question, must clearly identify themselves as independent of the School District and may not, under any circumstances, use School District logos, mascots, slogans or other such items that are protected by or regularly used and identified with the District. School District officials may not advocate for a position on a referendum in any manner in which such advocacy is in the individual's capacity as a School District official or may reasonably be perceived as such. School District officials may always provide factual information concerning any referendum question.

A. **Materials or Activities**

All materials or activities proposed by outside organizations for student or staff use or participation shall be reviewed by the District Administrator on the basis of the proposed activities or materials educational contribution to part or all of the school program, benefit to students and no such approval shall have the primary purpose of advancing the name, product, or special interest of the proposing group.

The Board shall not permit the use of any type of educational material, program, or equipment in its curricular, co-curricular, or extra-curricular activities or at any time during the school day if such materials, programs, or equipment contain partisan political or commercial messages or are designed to persuade students or staff members to acquire a particular product or service offered by a named individual, company, organization, association, or agency. Professional staff may, however, utilize political materials or those provided by special interest groups in adopted courses of study with the approval of the principal.

Outside speakers representing commercial organizations will be welcome only when the commercial aspect is limited to naming the organization represented and the subject matter advances the educational interests of the District's students.

B. **Contests/Exhibits**

The Board recognizes that contests, exhibits, and the like may benefit individual students or the District as a whole, but participation in such special activities may not:

1. have the primary effect of advancing a special product, group, or company;

2. make unreasonable demands upon the time and energies of staff or students or upon the resources of the District;

3. interrupt the regular school program;

4. involve any direct cost to the District unless the student body as a whole derives benefit from such activities;

5. cause the participants to leave the School District, unless the Board's Policy 2340 - Field and Other District-Sponsored Trips has been complied with in all aspects;

C. **Distribution/Posting of Literature**

The District Administrator shall establish administrative guidelines that ensure that:

1. criteria established in Policy 5722 - School-Sponsored Publications and Productions - are used to make a decision regarding materials that students seek to post or distribute;

2. the school mail system is not used by students or staff for the distribution of non-school-related materials;

3. no materials from any profit-making organization are distributed for students to take home to their parents unless authorized by the District Administrator;

4. the time, place, and manner of distribution of all nonschool-related materials are clearly established and communicated.

D. **Solicitation of Funds**

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

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extra-curricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free, appropriate, public education to any students in the classroom may be permitted, but only with the specific approval of the District Administrator.

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

E. **Prizes/Scholarships/Other Awards**

The Board is appreciative of the generosity of organizations that offer scholarships, prizes, or other awards to deserving students in this District.

In the administration of scholarships, prizes, or other awards, the District shall not discriminate on the basis of 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.

The District will periodically review its procedures for awarding scholarships, prizes, and other awards. This review will require that the District's procedure does not discriminate on the basis of sex, race, color, national origin, or disability in the overall effect of the scholarships, prizes, and other awards given to students.

F. **Surveys and Questionnaires**

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

Revised 2/14/22
Revised 6/13/22
T.C. 3/11/24
T.C. 5/12/25

118.13, Wis. Stats.

118.125, Wis. Stats.

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Legal 118.125, Wis. Stats.

Book	Policy Manual
Section	Policies for the Board, SSO Special Update
Title	Copy of ADVERTISING AND COMMERCIAL ACTIVITIES ok Cale
Code	po9700.01
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

9700.01 - **ADVERTISING AND COMMERCIAL ACTIVITIES**

This policy provides guidance for the appropriate and inappropriate use of advertising or promotion of commercial products or services to the students and parents in the school.

"Advertising" comes in many different categories and forums and is defined as an oral, written or graphic statement made by the producer, manufacturer, or seller of products, equipment, or services which calls for the public's attention to arouse a desire to buy, use or patronize the product, equipment, or services. This includes the visible promotion of product logos for other than identification purposes. Brand names, trademarks, logos or tags for product or service identification purposes are not considered advertising.

The Board may permit paid commercial advertising in School District facilities or on School District property in the following categories or forums in accordance with the parameters set forth herein:

A. **Product Sales:**

1. product sales benefiting a district, school or student activity (e.g., the sale of beverages or food within schools);

2. exclusive agreements between the District and businesses that provide the businesses with the exclusive right to sell or promote their products or services in the schools (e.g. pouring rights contracts with soda companies);

3. fund-raising activities (e.g., short-term sales of gift wrap, cookies, candy, etc.) to benefit a specific student population, club or activity where the school receives a share of the profits.

B. **Direct Advertising/Appropriation of Space:**

1. signage and billboards in schools and school facilities;

2. corporate logos or brand names on school equipment (e.g., marquees, message boards or score boards);

3. ads, corporate logos, or brand names on book covers, student assignment books, or posters;

4. ads in school publications (newspapers and yearbooks and event programs);

5. media-based electronic advertising (e.g., Channel One or Internet or web-based sponsorship);

6. free samples (e.g., of food or personal hygiene products).

C. **Indirect Advertising:**

1. corporate-sponsored instructional or educational materials, teacher training, contests, incentives, grants or gifts;

2. the Board approves the use of instructional materials developed by commercial organizations such as films and videos only if the education value of the materials outweighs their commercial nature.

If requested, the films or material shall be carefully evaluated by the school principal for classroom use to determine whether the films or materials contain undesirable propaganda and to determine whether the materials are in compliance with the guidelines as set forth above.

No advertising may use the name, logo, mascot, or any other name which would associate an activity with the District without the specific written permission of the District Administrator. It is further the policy of the Board that its name, students, staff members and District facilities shall not be used for promoting the interests of any non-school agency or organization, public or private, without the specific written permission of the District Administrator.

Any commercial advertising shall be structured in accordance with the General Advertising Guidelines set forth below.

General Advertising Guidelines

The following guidelines shall be followed with respect to any form of advertising on school grounds:

A. When working together, schools and businesses must protect educational values. All commercial or corporate involvement should be consistent with the District's educational standards and goals.

B. Any advertising that may become a permanent or semi-permanent part of a school requires prior approval of the Board.

C. The Board reserves the right to consider requests for advertising in the schools on a case-by-case basis.

D. No advertisement shall promote or contain references to alcohol, tobacco, drugs, drug paraphernalia, weapons, or lewd, vulgar, obscene, pornographic or illegal materials or activities, gambling, violence, hatred, sexual conduct or sexually explicit material, X or R rated movies, or gambling aids.

E. No advertisement shall be permitted that conveys the impression of the School District's endorsement of any religious message, political candidate or political ideology, or ballot initiative.

F. No advertisement may contain libelous material.

G. No advertisement may be approved which would tend to create a substantial disruption in the school environment or inhibit the functioning of any school.

H. No advertisement shall be false, misleading or deceptive.

I. Each advertisement must be reviewed in advance for age appropriateness.

J. Advertisements may be rejected by the School District if determined to be inconsistent with the educational objectives of the School District, inappropriate, or inconsistent with the guidelines set forth in this policy.

K. All corporate support or activity must be age-appropriate and must be consistent with the Board's policies not to 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.

L. Students shall not be required to advertise a product, service, company or industry.

M. Advertising will not be permitted on the outside or the inside of school buses.

N. The District Administrator is responsible for screening all advertising.

O. The District Administrator may require that samples of advertising be made available for inspection.

P. The inclusion of advertisements in School District publications, in School District facilities, or on School District property does not constitute or imply approval and/or endorsement of any product, service, organization, or activity.

Q. Final discretion regarding whether to advertise and the content and value of the materials will be with the Board.

R. The advertiser must conform with all applicable laws and ordinances pertaining to signage and provide proof of having acquired the appropriate permits from local municipalities having jurisdiction.

Accounting

Advertising revenues must be properly reported and accounted for as per any administrative guidelines, policies, Generally Accepted Accounting Principles, and DPI Audit Guide requirements.

Revised 2/14/22
T.C. 6/13/22
T.C. 5/8/23
T.C. 3/11/24

118.13, Wis. Stats.

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Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Vol. 35, No. 1 - Technical Corrections - November 2025 OVERVIEW
Code	01 - OVERVIEW
Status	

WISCONSIN OVERVIEW AND COMMENTS

Volume 35, Number 1 - TECHNICAL CORRECTIONS

November 2025

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

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

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

BYLAWS AND POLICIES

Policy 0141 - NUMBER (Technical Correction)

The statute governing the number of school board members has been added for reference.

Policy 0142.2 - QUALIFICATIONS OF BOARD MEMBERS (Technical Correction)

The policy title was expanded for clarity; in addition, the statute governing the qualification of school board members has been added for reference.

Policy 0145 - BOARD MEMBER ANTI-HARASSMENT (Technical Correction)

This technical correction updates policy titles and cross-references.

Policy 1213 - STUDENT SUPERVISION AND WELFARE (Technical Correction)
Policy 3213 - STUDENT SUPERVISION AND WELFARE (Technical Correction)
Policy 4213 - STUDENT SUPERVISION AND WELFARE (Technical Correction)

This technical correction updates the title of a policy cross-reference.

Policy 2464 - ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED") (Technical Correction)

This technical correction changes the word "pupils" to "students". Recommended for consistency with other Neola policies.

Policy 4120 - EMPLOYMENT OF SUPPORT STAFF (Technical Correction)

This technical correction provides drafting details for the policy's practical application, as well as grammatical corrections. Recommended but not required.

Policy 5111.01 - HOMELESS STUDENTS (Technical Correction)

This technical correction updates the titles of policy cross-references.

Policy 5113.02 - INTRA-DISTRICT SAFE SCHOOL TRANSFERS OPTIONS (Technical Correction)

This technical correction clarifies that "the department" refers to the Department of Public Instruction (DPI) as well as other grammatical corrections.

Policy 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE (Technical Correction)

This technical correction adds Wisconsin Statute 118.2915, which relates to asthma management in schools.

Policy 5461 - CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL (Technical Correction)

This technical correction updates the title of Equitable Multi-Level System of Supports (EMLSS) to Wisconsin Multi-Level System of Supports (WiMLSS).

Policy 5505 – ACADEMIC HONESTY (Technical Correction)

This technical correction adds "Start College Now" to the District-sponsored programming list.

Policy 5610 - SUSPENSION AND EXPULSION (Technical Correction)

This technical correction adds a sentence of finality to the suspension process.

Policy 5780 - STUDENT/PARENT RIGHTS (Technical Correction)

This technical correction makes the selection of a related AG or Form optional, as well as grammatical corrections.

Policy 6144 - INVESTMENT INCOME (Technical Correction)

This technical correction clarifies existing language as well as grammatical corrections.

Policy 6152 - STUDENT FEES, FINES, AND CHARGES (Technical Correction)

This technical correction further clarifies the collection of money owed to the District, as well as grammatical corrections.

Policy 7440.01 - VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (Technical Correction)

This technical correction updates policy title cross-references, specifies that "days" are "calendar days", and clarifies exceptions to the policy.

Policy 8410 - CRISIS INTERVENTION (Technical Correction)

This technical correction updates policy title cross-references.

Policy 8420 - SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS (Technical Correction)

This technical correction aligns the review and reporting requirements with the statutory language.

Policy 8450.01 - PERSONAL PROTECTIVE EQUIPMENT DURING PANDEMIC/EPIDEMIC EVENTS (Technical Correction)

This technical correction, consistent with other Neola policies, uses the term "appearance" in place of "grooming".

Policy 8451 - PEDICULOSIS (HEAD LICE) (Technical Correction)

This technical correction updates the links to resources.

Policy 8462.01 - THREATS OF VIOLENCE (Technical Correction)

This technical correction updates policy cross-references.

Policy 8660 - TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS (Technical Correction)

This technical correction adds a policy cross-reference to Policy 8120 - Volunteers for clarity of an "approved" volunteer referenced in the policy.

Policy 9151 - USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS (Technical Correction)

This technical correction further clarifies the District's restriction on capturing or recording in areas where privacy in an expectation.

Policy 9800 - HIGH SCHOOL DIPLOMAS TO VETERANS (Technical Correction)

This technical correction updates the policy to clarify that "all of" the criteria must be met, along with additional grammatical corrections.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of NUMBER ok CB
Code	po0141
Status	
Adopted	December 9, 2019

0141 - **NUMBER**

The Board ~~of Education~~ shall consist of nine (9) members.

120.01, Wis. Stats.

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Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of QUALIFICATIONS ok CB
Code	po0142.2
Status	
Adopted	December 9, 2019

0142.2 - **QUALIFICATIONS OF BOARD MEMBERS**

A school elector in the School District, as defined in 6.02, Wis. Stats., is eligible to be a Board member.

6.02, Wis. Stats.

120.06(2), Wis. Stats.

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Legal	120.06(2), Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of EMPLOYMENT OF SUPPORT STAFF - OK with option per TAG
Code	po4120
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

4120 - **EMPLOYMENT OF SUPPORT STAFF**

The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.

All employees other than the District Administrator or professional staff members (Policy 0100 – Definitions) are considered support staff.

The District Administrator shall approve the employment and establish the term of employment for each support staff member employed by this District.

Compensation shall be fixed by an established compensation structure or Board action.

The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700 - Fair Labor Standards Act). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of employee's ~~his/her~~ regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

Relatives of staff members may be employed (~~-~~x) by the Board, ~~**[END OF OPTION]**~~ provided the staff member being employed is not placed in a position in which the support staff member ~~they~~ would be supervised directly by the relative staff member.

The District Administrator shall prepare procedures for the recruitment and selection of all support staff which include reporting newly hired employees to the Wisconsin Department of Workforce Development.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

A. Completed two (2) years study at an institution of higher education; or

B. Obtained at least an associate degree; or

C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or

2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

A. Have a secondary school diploma or its recognized equivalent;

B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or

B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;

B. assist with classroom management, such as organizing instructional and other materials;

C. provide assistance in a computer laboratory;

D. provide support in a library or media center;

E. conduct parental involvement activities;

F. act as a translator;

G. provide instructional services to students, if working under the direct supervision of a teacher;

H. perform limited duties beyond classroom instruction or that do not benefit program participants, so long as those duties are also assigned to non-Title I paraprofessionals. Title I paraprofessionals may not be assigned to more of these duties, proportional to their total work time, than the amount assigned to similar non-Title I paraprofessionals in the same school.

Revised 2/14/22
Revised 6/13/22
T.C. 3/11/24

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Legal 20 U.S.C. 6319

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of ADMINISTRATION OF MEDICATION/EMERGENCY CARE ok CB
Code	po5330
Status	
Adopted	December 9, 2019
Last Revised	May 12, 2025

5330 **- ADMINISTRATION OF MEDICATION/EMERGENCY CARE**

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or the child is disabled and requires medication to benefit from their educational program.

For purposes of this policy, "practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, chiropractor, and advanced practice nurse prescriber who is licensed in any state. "Medication" shall include all drugs, including those prescribed by a practitioner, and any nonprescription drug products. "Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body. "Nonprescription drug product" means any non-narcotic drug product that may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner, accompanied by the written authorization of the parent.

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Substances, which are not FDA approved (i.e., natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent may be administered if they are supplied in the original manufacturer's package, which lists the ingredients and recommended therapeutic dosage in a legible format. Any dosage of nonprescription medication other than that listed on the medication’s packaging must be authorized in writing by a medical practitioner. Students are prohibited from possessing, using, carrying, or distributing in school or on school grounds drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). This provision of policy is to be viewed together with the Board policy on Drug Prevention, Policy 5350.

No CBD products will be permitted for use at school.

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

Only medication in its original container; labeled with the date, if a prescription, the student's name, and the exact dosage will be administered. Parents or students authorized in writing by their practitioner and parents, may administer medication.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of Policy 5530 - Drug Prevention and of the Student Code of Conduct.

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

Any, staff member or volunteer, authorized in writing by, the District Administrator is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon, an opioid antagonist, and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers an opioid antagonist, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug to report the suspected overdose. Such immunity does not apply to healthcare professionals.

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

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and the ~~that~~ staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, may be required to administer medications that are administered by means other than oral ingestion.
Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

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

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

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan have provided assistance in the development of this policy and will also provide a periodic review of the written instructions and consent forms and the Medications Administration Daily Log(s). The plan shall state whether and to what extent the District will retain opioid antagonists for use in the event an authorized employee or volunteer observes an apparent overdose.

Epinephrine Auto-Injectors

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

A. specifies those designated school personnel who have agreed to receive training and who will be trained and authorized to perform the functions of the plan;

B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;

C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;

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

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

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

G. is published on the District's website or the website of each school.

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

Revised 7/13/20
Revised 2/14/22
Revised 5/8/23

118.29, Wis. Stats.
118.291, Wis. Stats.
118.2915, Wis. Stats.
118.292, Wis. Stats.
118.2925, Wis. Stats.
121.02, Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

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

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL ok CB
Code	po5461
Status	
Adopted	December 9, 2019
Last Revised	June 10, 2024

5461 - **CHILDREN AT-RISK OF NOT GRADUATING FROM HIGH SCHOOL**

The Board shall establish programs to serve children in the District who are identified as "children-at-risk" in compliance with State statutes. This policy meets the requirements of State law which includes identifying and serving "children-at-risk" students as defined below:

Students who are at-risk of not graduating high school because they are dropouts or are at least two (2) of the following:

A. one (1) or more years behind their age group in the number of high school credits attained

B. two (2) or more years behind their age group in at least one (1) basic skill level (math and/or reading);

C. habitually truant;

D. parents;

E. adjudicated delinquents; and

F. eighth grade students whose score in each area of the student assessment was below basic level of failing and eighth grade students that were not promoted to ninth grade.

The District shall identify all children at-risk enrolled in the District. The District shall annually develop a plan describing how the Board will meet the needs of such students. Each plan shall be completed on or before August 15th of each year.

All programs and services developed for "children-at-risk" shall be designed to improve and expand educational opportunities for these children on an individualized basis, through a variety of means (e.g., additional instruction, differentiation, intervention), and provide alternative courses or program modifications which satisfactorily meet the District's graduation requirements.

Principals are responsible for identifying and addressing barriers to learning through a variety of strategies. The plan will communicate the structure, strategies, and program offerings for students at-risk which will vary by individual. Strategies for support, interventions, programs, and alternative educational options are made available to all students and at all levels as needed.

The Board uses an the Wisconsin ~~Equitable~~ Multi-Level System of Supports (WiMLSS~~EMLSS~~) Model that is designed as a continuum for Literacy, Mathematics, and Behavior. WiMLSS ~~EMLSS~~ is defined as a systemic process for achieving high levels of academic and behavioral success for all students through:

A. multi-level, high-quality instructional approach for general, at-risk, advanced learners and special education student needs;

B. a balanced assessment system;

C. collaborative practices.

The Board will make reasonable efforts to help each student acquire the necessary skills, concepts, and content of course or subject area they are enrolled through systemic practices of WiMLSS~~EMLSS~~. Student capabilities will be identified for WiMLSS~~EMLSS~~ using multiple criteria in accordance with District guidelines. These guidelines are aligned with the Wisconsin Department of Public Instruction's recommendations.

The District will maintain an WiMLSS~~EMLSS~~ Framework and supporting documents which outline specific implementation procedures and guidelines that will be reviewed annually.

Parent involvement will be actively solicited to improve student success. Community service agencies' participation and partnerships will be encouraged and actively sought to meet student needs.

Students shall be identified and referred to these programs and services in accordance with State regulations and guidelines established by the administration.

Revised 7/13/20
T.C. 12/14/20
Revised 6/13/22
T.C. 11/14/22
T.C. 6/10/24

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Legal 118.153, Wis. Stats.
P.I. 25

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of SUSPENSION AND EXPULSION ok CB
Code	po5610
Status	
Adopted	December 9, 2019
Last Revised	May 12, 2025

5610 **- SUSPENSION AND EXPULSION**

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

SUSPENSION

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

The District Administrator, any principal, or a teacher designated by the District Administrator may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days.

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

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

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

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

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

EXPULSION

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

have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the District Administrator within five (5) school days of a decision to revoke early reinstatement. The District Administrator shall meet with the student and/or parents within five (5) school days of a request. The District Administrator's decision is final.

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

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

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

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

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

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

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

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

SUSPENSION/EXPULSION OF STUDENTS WITH DISABILITIES

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

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

ADMINISTRATIVE GUIDELINES

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

A. strategies for providing special assistance to students who are in danger of being expelled and are not achieving the goals of the educational program;

B. procedures that ensure compliance with State and Federal law, including, but not limited to, due process rights;

C. provision for completing school work when appropriate;

D. reference to staff obligations to report threats of violence made in or targeted at a school, which, in the good faith judgment of the staff member, pose a serious and imminent threat of harm to the health or safety of others.

T.C. 5/8/23

Revised 6/10/24
Revised 2/10/25
T.C. 5/12/25

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Legal

119.25, Wis. Stats.

120.13, Wis. Stats.

18 U.S.C. 921(a)(3)

20 U.S.C. 7151

42 U.S.C. 11431 et seq.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of STUDENT ACTIVISM ok CB
Code	po5720 Tim B added to Disposition Sheet
Status	
Adopted	December 9, 2019
Last Revised	June 13, 2022

5720 - **STUDENT ACTIVISM**

It is the policy of the Board to allow students to express opinions and ideas, take stands, and support policies, publicly or privately, orally and in writing. Students may be given this opportunity for expression through established school media. Such expression should not interfere with the educational program or present a health or safety hazard, or violate Board policy. Students may advocate change of law or school regulations and pursue their advocacy through lawful means.

Students may not use obscenity, slanderous or libelous statements, or disruptive tactics, or advocate violation of the law or school policies or guidelines. ~~(See Policy 5520 - Disorderly Conduct)~~

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Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of STUDENT/PARENT RIGHTS ok CP
Code	po5780 Tim B marked the option as you have that referenced AG
Status	
Adopted	December 9, 2019

5780 - **STUDENT/PARENT RIGHTS**

The Board ~~of Education~~ recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District shall attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the Board recognizes that no student may be deprived of the basic right to equal access to the educational program and the student's~~his/her~~ constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

The Board realizes that as students differ in age and maturity, so they differ in the ability to handle both the rights of citizens and the concomitant responsibilities. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for the student's~~his/her~~ education.

Since a student who has reached the age of majority possesses the full rights of an adult, the student~~s/he~~ may authorize those school matters previously handled by the student's~~his/her~~ parents, but the student~~s/he~~ also assumes the responsibility for their~~his/her~~ performance in school, attendance, and compliance with the guidelines and District rules.

Administrators, counselors, and teachers shall not provide a supporting affidavit for students who have petitioned the court to grant them the status of emancipated minors unless prior approval has been obtained from the District Administrator.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The District Administrator shall, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests ~~to review instructional material~~. The procedure shall also address reasonable notification to parents and students of their rights to review these materials. **(**x **)** See AG 9130A - Procedures for Inspection of Instructional Materials.

A student who is still a dependent for Federal tax purposes, but who has reached the age of majority may, by written request, restrict the student's~~his/her~~ parents access to personally identifiable information from their~~his/her~~ student records.

When a student with a disability reaches the age of eighteen (18), with the exception of a student with a disability who has been found incompetent in this State, the District must provide any required notices to both the student and the student's parents, and all other rights accorded to the student's parents under Subchapter 5 of Chapter 115, Wis. Stats., transfer to the student.

This policy shall be applied consistent with the Family Education Rights and Privacy Act and applicable State student records law.

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Legal	Wis. Stat. 115.807, 118.125(2)(k), 20 U.S.C. 1232g(b)(1)(H)

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of INVESTMENT INCOME ok CB
Code	po6144
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

6144 - **INVESTMENT INCOME**

The Board authorizes the ~~Chief Finance or and Business Services Officer~~District Administrator or the Assistant Superintendent of Operations to make investments of available monies from the funds of the District on a competitive basis in:

A. time deposits in any credit union, bank, savings bank, trust company, or savings and loan association which is authorized to transact business in the State, if the time deposits mature in not more than three (3) years;

B. bonds or securities issued or guaranteed as to principal and interest by the Federal government or by a commission, board, or other instrumentality of the Federal government;

C. bonds or securities of any county, city, drainage district, technical college district, village, town, or school district in the State;

D. other securities authorized by 66.0603, Wis. Stats.;

E. a local government pooled-investment fund;

F. in federally insured financial institutions through a re-deposit agent designated by the Board, pursuant to 34.05, Wis. Stats.

G. Other Post-Employment Benefit (OPEB) Trust Funds may be invested in mutual funds in accordance with the OPEB Trust Investment Advisor Agreements.

1. Safety – Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall investment portfolio.

2. Liquidity – The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements that might be reasonably anticipated.

3. Return on Investments – The District's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, commensurate with the District's investment risk constraints and the cash flow characteristics of its portfolio.

The ~~Chief Finance and Business Services Officer~~ District Administrator or the Assistant Superintendent of Operations shall monitor the status of the District's investment portfolio on a regular basis and provide a written report to the Board regarding the district's investment activities on a monthly basis.

The ~~Chief Finance and Business Services Officer~~District Administrator or Assistant Superintendent of Operations shall include in the monthly report to the Board all cash in all accounts on deposit as well as the investment assets of the Board.

Withdrawal of funds will be in accord with the law. The ~~Chief Finance and Business Services Officer~~ District Administrator or Assistant Superintendent of Operations, acting in accord with the law, may sell negotiable instruments prior to maturity.

Interest derived from an investment shall be deposited, except as otherwise provided by law, in the District's General Fund.

Revised 12/8/25

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Legal 25.50, 66.0603, 67.10, Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of STUDENT FEES, FINES, AND CHARGES ok CB
Code	po6152
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

6152 - **STUDENT FEES, FINES, AND CHARGES**

The Board may levy certain charges to students to facilitate the utilization of adequate, appropriate learning materials used in the course of instruction. If the District determines that a student is in serious financial need, it may choose to provide any or all such materials free of charge. No student shall be denied any educational opportunity because of an~~his/her~~ inability to pay any fee or charge imposed. (See also Policy 6152. 01 - Waiver of School Fees or Fines; and DPI guidance (HTTP://www.dpi.wi.gov/sfs/finances/budgeting/school-fees) regarding school fees.)

Materials Charge

A charge shall not exceed the combined cost of the material used, freight and/or handling charges, and nominal add-on for loss. Money received from resale of such material shall be returned to the school with an accurate accounting of all transactions.

Fines

When school property, equipment, or supplies are damaged, lost, or taken by a student, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries is subject to appropriate fines.

Collection of Fees and Fines

Any fees (including trip fees) or fines collected by members of the staff should be handled pursuant to Policy 6630 - Cash Handling and Deposits and appropriate District procedures.

The District Administrator may waive fines or fees upon request.

In the event collection efforts by the school do not result in the fee being collected, the Board authorizes the Business Department to take the student and/or the student's parents to Small Claims Court for collection. The District shall not permit or elicit the assistance of volunteers in efforts to collect unpaid student fees or expenses, including food service balances.

Student/Parent Rights

Nothing in this policy restricts the right of access of a parent or student to school records or to receive copies of such records, as required by Federal and State laws.

Students Experiencing Homelessness - McKinney-Vento Act

No fine or fee shall be charged to a student identified as a student experiencing homelessness unless it is determined that the student has the ability to pay the fee or fine and that its imposition does not create a barrier to the student's ability to enroll, attend school, achieve academic success, or be identified as experiencing homelessness. Any dispute regarding a fine or a fee that is imposed shall not delay the student's enrollment or serve as a barrier to enrollment by delaying the transfer of student records to another school or school district if applicable.

Immediate enrollment notwithstanding, the waiver of fines or fees for a student experiencing homelessness shall be extended to extra-curricular and co-curricular activities in addition to academic programming.

Revised 6/13/22
T.C. 3/11/24

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Legal	118.55(5), Wis. Stats.
	120.12(11), Wis. Stats.

120.12(17), Wis. Stats.

120.12(22), Wis. Stats.

121.54(8), Wis. Stats.

http://www.dpi.wi.gov/sfs/finances/budgeting/school-fees

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ok CB
Code	po7440.01
Status	
Adopted	December 9, 2019
Last Revised	March 11, 2024

7440.01 - **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING**

The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District, and on school buses. No audio or video surveillance is permitted within the District other than those authorized by policy or the District Administrator, and only if clear and visible notice is provided to any persons entering an area or building subject to video and/or audio monitoring that such monitoring may occur. This does not restrict the collection of video or audio recording at events open to the public.

Placement of Surveillance

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

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

Notification of Surveillance

Wherever video surveillance or electronic monitoring are used, such notification shall identify that video or electronic surveillance is possible technology being employed.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are subject to being monitored/recorded, which may include video footage, audio recording, or both. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing.

Uses of Surveillance

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

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

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

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

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

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

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

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

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

Access to and viewing of video recordings is limited to authorized personnel. The Administrator shall approve requests for access to recorded and stored video images.

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

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

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

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

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

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

Surveillance on School Buses

School buses owned by the District, or a contractor under contract with the District, may be equipped with video and/or audio recording equipment in specified locations within the vehicle as provided in the Wisconsin Department of Transportation regulations.

Exceptions

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

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

Revised 7/13/20
Revised 2/14/22
Revised 6/13/22
Revised 11/14/22

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

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of CRISIS INTERVENTION ok - CB AG8410 Will be written
Code	po8410 Wausau does NOT have AG8410 - do you want to add it? Tim add Neola template in this policy section for reference.
Status	
Adopted	December 14, 2020

8410 - **CRISIS INTERVENTION**

The Board is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

The District Administrator shall develop administrative guidelines as appropriate to assist in providing effective intervention for students who may show warning signs that relate to violence or other threatening behaviors.

The District shall develop and the Board shall approve a school safety plan consistent with Policy 8420 - School Safety and Reporting of Crime Statistics.

Threat Assessment (See AG 8410 - Threat Assessment and Intervention~~8400A~~)

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The District also performs facilities' threat assessments, which are discussed in Policy 8420 - School Safety and Reporting of Crime Statistics and part of the school safety and emergency preparedness plan and response to school violence event protocols. This policy deals with crisis intervention as it relates to individuals.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the District Administrator to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include appropriate staff such as a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the District Administrator, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The District Administrator shall be responsible for the following:

A. identifying team participants by position and role;

B. requiring team participants to undergo appropriate training;

C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;

D. defining what types of information that may be gathered during the assessment;

E. stating when and how parents of a student making a threat shall be notified and involved;

F. designating the individuals (by position) who would be responsible for gathering and investigating information;

G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the District Administrator or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency or to report threats of violence if required (see Policy 8462.01 - Threats of Violence).

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 – Student Records, and State and Federal law.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the Wisconsin Department of Public Instruction will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the District Administrator shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The District Administrator shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 - Intra-District Safe School Transfers Options.

In addition, the District Administrator shall discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year and/or convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02 - Intra-District Safe School Transfers Options.

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Legal 118.07(4)(a)-(d) Wis. Stat.

Title IX, Section 9532 of the No Child Left Behind Act of 2001

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS ok CB
Code	po8420
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

8420 - **SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS**

The Board recognizes that its responsibility for the safety of students extends to its reaction to possible natural and man-made disasters and that such emergencies are best met by preparedness, planning, and training as determined by the District Administrator consistent with the Board-approved school safety plan.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed every three (3) years by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extra-curricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law. Records of drills and related reports shall be maintained for a period of not less than seven (7) years, consistent with Board Policy 8310 - Public Records.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

A. a copy of its school safety plan;

B. the date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year;

C. certification that the Board reviewed a required written evaluation of the drill or drills;

D. the date of the most recent school training on school safety and the number of attendees;

E. the most recent date the Board reviewed and approved the school safety plan;

F. the most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to 48.981 (2)(a), Wis. Stats. The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to 175.32(2) and (3), Wis. Stats. If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the District Administrator shall redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

Annual Crime Statistics Reporting

Annually, prior to July 31, the Board shall report in a manner directed by the Department of Public Instruction (DPI) crimes specified below that occurred during school hours, during a school-sanctioned event, during the transportation of students to or from school, and occurred on property owned or leased by the District on which the high school is located or on any form of transportation provided by the school or

District.

The report shall only contain those occurrences that were reported to law enforcement and for which a charge or citation was issued.

The following category of occurrence must be reported if all of the above apply: homicide, sexual assault, burglary, robbery, theft, battery, substantial battery, aggravated battery, arson, use or possession of alcohol, a controlled substance, or a controlled substance analog, possession of a firearm, municipal ordinance violation of disorderly conduct.

Covered incidents should be included in the annual report after the District becomes aware of the charge or citation, and has obtained sufficient information to determine that the incident is covered by the reporting requirement. School administrators who become aware of credible information regarding a potentially covered incident shall notify the Principal who will notify the District Administrator and will request pertinent information from the involved law enforcement agency.

The District Administrator shall determine, based on receipt of appropriate documents, whether any incident is a reportable incident and shall compile the report for the Board's review. All conduct confirmed as requiring reporting on or before June 30 shall be reported on the next July 31 annual report. Incidents identified for reporting after June 30 shall be reported on the following year's annual report. The DPI's guidance may be consulted to determine whether information must be further evaluated and whether any incident requires reporting. The guidance can be found here: https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124_School_Guidance.pdf.

The Board shall review~~approve~~ the report prior to submission to DPI. The report may not include the identity of any students.

Revised 2/14/22

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Legal 118.07, 121.02(1)(i), 175.32(2), (3), 48.981(2)(a), Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of PERSONAL PROTECTIVE EQUIPMENT DURING PANDEMIC/EPIDEMIC EVENTS - OK per TAG
Code	po8450.01
Status	
Adopted	November 9, 2020
Last Revised	December 8, 2025

8450.01 - **PERSONAL PROTECTIVE EQUIPMENT DURING PANDEMIC/EPIDEMIC EVENTS**

During times of elevated communicable disease community spread (pandemic or epidemic), or declared a public health emergency, the District Administrator may issue periodic guidance and procedures the contents of which the District Administrator will regularly bring to the Board for review and potential action in alignment with public health officials and/or in accordance with government edicts.

The District Administrator may incorporate requirements for the use of Personal Protective Equipment (PPE) which may include requirements that all school staff, volunteers, and visitors (including vendors) wear appropriate face masks/coverings inside District buildings and/or outside on school grounds unless it is unsafe to do so or where doing so would significantly interfere with the District's educational or operational processes. Individuals with valid medical reasons for not wearing a face covering may be exempted from this requirement, as determined by the District Administrator. Any person claiming a medical exemption would be required to provide a letter on letterhead from a physician or a licensed therapist.

Any PPE required other than face coverings, will be provided by the District. This may include disposable gloves, gowns, shoe coverings, or other PPE appropriate for the threat faced and an employee's likelihood of exposure in the performance of job responsibilities.

In addition, the Board may require that students shall wear a face covering unless they are unable to do so for a health or developmental reason. Efforts will be made to reduce any social stigma for a student who, for medical or developmental reasons, cannot and should not wear a mask.

If face masks/coverings are required, and no exception is applicable, students shall be subject to disciplinary action in accordance with the Student Code of Conduct/Student Discipline Code, and in accordance with policies of the Board. Staff members shall work with all students who are exhibiting distress or otherwise having difficulty properly wearing face coverings to assist the students in complying with the requirements.

Students may be reassigned by the District Administrator to an online/virtual learning environment if the District Administrator determines that reassignment is necessary to protect the health and safety of the student or others.

During times of elevated communicable disease community spread as determined by the Board in consultation with health professionals, all students are required to wear masks while being transported on District school buses or other modes of school transportation, subject to and consistent with the exceptions and procedures applied to students at school.

Use of Mask/Face Covering

Cloth face coverings/masks should:

A. fully cover the mouth, nose, and chin;

B. fit snugly against the side of the face so there are no gaps;

C. not create difficulty breathing while worn; and

D. be held securely through either a tie, elastic, etc. to prevent slipping.

Facial masks/coverings generally should not include respirators unless medically indicated, or masks designed to be worn for costume purposes.

All employee facial masks/coverings shall meet the requirements of the appropriate dress/staff appearance ~~grooming~~ policies. All student facial masks/coverings shall meet the requirements of the appropriate Student Code of Conduct/Student Discipline Code and Policy 5511 - Dress and GroomingAppearance.

Any person may be required to temporarily remove a face mask or covering when instructed to do so for identification or security purposes. Failure to comply with such a request violates this policy and may lead to disciplinary or other action.

Exceptions to the use of masks/face coverings include when:

A. facial masks/coverings in the school setting are prohibited by law or regulation;

B. facial masks/coverings are not advisable for health reasons;

C. facial masks/coverings are in violation of the school's documented safety policies;

D. facial masks/coverings are not required when the staff works alone in an assigned work area;

E. settings where cloth masks might present a safety hazard (e.g., science labs); or

F. to assist with communication for hearing impaired students.

The District Administrator may be required to communicate with local public health officials regarding exceptions granted to PPE requirements; therefore, if any exceptions are made to the requirement for facial coverings, the request for such exception must be submitted in writing to an employee's supervisor, to the building principal in the event the request comes from a member of the public, and to the building administration in the event the request involves a student. All requests shall be submitted with appropriate documentation. A decision on the request will be provided in writing.

Use of Face Shields

Face shields that wrap around the face and extend below the chin may be permitted in addition to cloth face masks/coverings with permission of the District Administrator as the Board recognizes that face shields may be useful in some situations.

If a staff member receives approval from the District Administrator after discussing the staff member's ~~their~~ request not to wear a face mask/covering/shield due to a physical, mental, or developmental health condition, and/or if wearing a mask/covering/shield would lead to a medical emergency or would introduce significant safety concerns, the District Administrator may also discuss other possible accommodations for the staff member. Such discussion shall follow Board policies and guidelines under the ADA.

School nurses or staff who care for individuals with symptoms consistent with those of a communicable disease must use appropriate personal protective equipment (PPE), provided by the school, in accordance with OSHA standards.

When facial masks/coverings are required by the Board, and no exception has been applied, staff members who violate this policy shall be subject to disciplinary action in accordance with policies of the Board.

T.C. 12/8/25

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Legal 120.13(35), Chapter 252, Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of PEDICULOSIS (HEAD LICE) ok CB
Code	po8451
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

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

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal.

Legal References:

Centers for Disease Control and Prevention. (2019). Head lice general information. https://www.cdc.gov/lice/about/head-lice.htm; https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice

Revised 2/14/22
T.C. 6/13/22
T.C. 11/14/22
T.C. 12/8/25

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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

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of THREATS OF VIOLENCE - OK per TAG
Code	po8462.01
Status	
Adopted	December 9, 2019

8462.01 - **THREATS OF VIOLENCE**

The Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report if the following is present:

A. A staff member, in the performance of the staff member's~~his/her~~ professional duties, hears or receives a threat of violence in or targeted at a school; and

B. That staff member believes, in good faith, based on the threat that the health and safety of any person is in serious and imminent threat.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the ~~building level administrator~~Principal or District Administrator that a report has been made and provide details concerning the basis for the report. If available, the staff member shall inform the school or District School Resource Officer (SRO).

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) regarding the laws governing the reporting of a threat of violence. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threatened or suspected child abuse or neglect as required in Policy 8462 - Child Abuse and Neglect.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training. The District Administrator shall submit a report to DPI annually by January 1st that identifies the training performed under this section, along with the reporting required under Policy 8420 - School Safety and Reporting of Crime Statistics.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, shall immediately inform, by telephone or personally, a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of a student or school employee or the public. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the ~~building administrator~~Principal or District Administrator, as well as the School Resource Officer, if available. If a threat is reported to the building administrator, the ~~building administrator~~Principals~~/he~~ shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

Sanctions for Making Threats

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report or undue delay in reporting a threat may result in disciplinary action.

Any student or staff member who makes a threat of violence will be evaluated for disciplinary action, up to possible referral for expulsion in the case of students (See Policy 5610 - Suspension and Expulsion) or termination from employment in the case of staff (See Policy 3140 - Non-Renewal, Resignation, and Termination/Policy 4140 - Termination and Resignation).

The administration may, with the assistance of law enforcement personnel, remove from and/or prohibit the presence of, on school property, any member of the community, including a volunteer, parent, contractor, coach, etc., who makes a threat of violence in or against the school. In such a case, the District Administrator shall notify the Board as soon as is practicable.

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Legal	Wis. Stat. 118.07(5)
	Wis. Stat. 175. 32

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS ok CB
Code	po9151
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

9151 - **USE OF CAMERAS AND OTHER RECORDING DEVICES IN LOCKER ROOMS**

The Board recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes this locker room privacy policy.

To protect the privacy of students, non-staff access to locker rooms for the purpose of interviewing or seeking information from any student in the locker room is prohibited. No member of the media is allowed access to school locker rooms before, during, or after any school athletic event or practice. Coaches and student-athletes may be available for interviews outside the locker room, consistent with school rules.

No images of a nude or partially nude person in the locker room may be captured, recorded, or transferred under any circumstances by any individual.

To protect the privacy of the District's students, parents, other adult residents of the community, and any public that may utilize the locker room facilities, no person may ~~use a cell phone to~~ capture, record, or to transfer a representation of a nude or partially nude person in a locker room, restroom, or designated changing area in the School District, or in use for District purposes.

Furthermore, the Board believes that safety is of the utmost importance. Therefore, notwithstanding the provisions of this policy, if necessary, emergency rescue, or law enforcement personnel will be permitted into the locker room and will be given access to any tools necessary to do their job.

District officials may refer any violations of this policy to law enforcement for possible criminal prosecution of anyone who violates State law.

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Legal	175.22, 942.08, 942.09, Wis Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of HIGH SCHOOL DIPLOMAS TO VETERANS ok cb
Code	po9800
Status	
Adopted	December 9, 2019

9800 - **HIGH SCHOOL DIPLOMAS TO VETERANS**

The Board ~~of Education~~ recognizes the service provided to the country and the individual sacrifices made by veterans of the United States Armed Forces.

Since many of these veterans left high school in order to fight for their country, the Board wishes to recognize their efforts by awarding a high school diploma.

The Board shall award a high school diploma to a military veteran who meets all of the following criteria:

A. the~~The~~ veteran is at least sixty-five (65) years of age, or is at least fifty-five (55) years old and has a service-connected disability;~~.~~

B. the~~The~~ veteran attended high school in the District or attended a high school in Wisconsin and is a resident of the School District;~~.~~

C. the~~The~~ veteran left high school before receiving a high school diploma to join the armed forces of the United States during a war period under 45.001(5), Wis. Stats.;

D. the~~The~~ veteran served on active duty under honorable conditions in the United States Armed Forces or in forces incorporated as part of the United States Armed Forces.

The Board shall also award a high school diploma to a military veteran who has received a high school equivalency diploma after serving on active duty under honorable conditions if criteria A. through C. above are also met.

If the veteran is deceased and satisfied criteria B. through D. above, the Board shall award a diploma posthumously and present that diploma to a surviving relative of the veteran.

The application for a veteran's diploma is available at the Office of the District Administrator.

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Legal	45.001(5), Wis. Stats
	120.13(37), Wis. Stats

Book	Policy Manual
Section	Special Update - Act 57 - February 2026 WI
Title	Special Update - Act 57 - February 2026 OVERVIEW
Code	01 - OVERVIEW
Status	From Neola

WISCONSIN OVERVIEW AND COMMENTS

Special Update - Act 57

February 2026

Act 57 SUMMARY

This Special Update is issued to Neola Clients in response to 2025 Wisconsin Act 57, enacted in December 2025. Act 57 establishes strict new requirements for school districts regarding the notification of parents when a report of sexual misconduct by a staff member is received. Under this law, school boards, private schools, and charter operators must notify the parents of any student alleged to be a victim or target if there is "reasonable cause" to suspect the conduct occurred. The Act mandates a timely response, requiring notification by 5:00 p.m. the same day if a report is received during school hours, or by noon the following day if received after school hours. Additionally, it requires school districts to provide parents with annual information regarding their right to access school employee disciplinary records under Wisconsin's public records laws.

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

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

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

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

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

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

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

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

Processing Update Materials

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

Using Header Box Options in BoardDocs

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

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

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

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

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

District-Specific Materials

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

1. Materials from the District's existing materials that the District requests be incorporated during the drafting process;

2. New materials that the District develops in its entirety and exclusive of Neola;

3. Revisions or deletions that substantively depart from Neola's templates; and

4. Outdated material that a District did not keep current with Neola updates.

Further, Neola does not recommend the use or incorporation of District-specific materials. Neola will, at the request of the District, incorporate District-specific materials into the licensed materials, with the implicit understanding that the District bears all risks associated with the District's decision to request that such

District-specific materials be incorporated. Neola reserves the right to, but is not obligated to, advise the District to seek its own legal review of District-specific materials.

Notice Regarding Legal Accuracy

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

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

This Update includes the following documents:

02 - Sample Annual Parental Notice

In compliance with the 2025 Wisconsin Act 57, the included sample notice provides an annual summary of parents' and guardians' rights to access school employee disciplinary records under Wisconsin’s public records laws.

Policy 1213/3213/4213 - Student Supervision and Welfare (Revised)

These policies establish a standard of care to protect student safety by clearly defining behavioral boundaries for all staff. As required by 2025 Wisconsin Act 57, the updated language mandates that parents be notified of sexual misconduct reports by 5:00 p.m. on the same day (or noon the next day is the report is received on a school day after the end of regularly scheduled instruction or on a day that is not a school day, by noon of the next calendar day.). A new, comprehensive optional section on "Appropriate Staff and Student Relationships" further safeguards students by explicitly prohibiting "boundary invasions"—such as grooming, inappropriate digital contact, or unauthorized transport. Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Finally, the policy now requires an annual notice to parents regarding their statutory right to access staff disciplinary records. The non-optional language changes are required for policy compliance with WI Act 57.

Policy 8462 - Child Abuse and Neglect (Revised)

This policy establishes a comprehensive framework for the mandatory identification and immediate reporting of child abuse or neglect. It requires all staff to complete Department of Public Instruction (DPI) training within their first six months and every five years thereafter. A critical update, aligned with 2025 Wisconsin Act 57, integrates specific reporting requirements for sexual misconduct by staff members, carrying severe disciplinary consequences for a failure to report. By strictly prohibiting "investigative" delays by staff, the policy ensures that law enforcement and child welfare agencies can intervene immediately to protect students and preserve evidence. The changes are required for policy compliance with WI Act 57.

These documents may be downloaded from the WI Policy Local Update menu in your BoardDocs console. If you have questions about any of these Special Update materials, contact your Neola Associate.

All production-related materials and questions should be directed to the Production Office - Coshocton at 632 Main Street, Coshocton, Ohio 43812 (phone: 800-407-5815, email: production@neola.com). Billing and other questions should be directed to the Business Office - Stow at 3914 Clock Pointe Trail, Suite 103, Stow, Ohio 44224 (phone: 330-926-0514, fax: 330-926-0525, email:accounts@neola.com).

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of STUDENT SUPERVISION AND WELFARE ok TG
Code	po1213 Includes 35-1 TC and Act 57 updates
Status	
Adopted	December 9, 2019
Last Revised	November 14, 2022

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator and/or harm to the welfare of the student(s). -X It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility. **[END OF OPTION]**

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

Required Notification

The District Administrator shall notify the parent(s) or guardian(s) of a student when the District receives a report that gives reasonable cause to believe one of the following has occurred:

A. Sexual misconduct by a school staff member against a student;

B. A school staff member or volunteer has been convicted of a serious child sex offense and worked primarily with children in a way that would be a felony under 948.13, Wis. Stats.; and/or

C. A registered sex offender has intentionally captured an image of a minor student without the parent's or guardian's written consent.

Definitions

Report means any information, whether written or verbal, indicating one (1) of the categories of conduct described in the section above (A., B., and/or C.) in this policy.

Timing and Method of Notification

Timing

A. If the report is received before the end of the regular school day, the District shall notify the parent or guardian by 5:00 p.m. that same day.

B. If the report is received after school hours or on a non-school day, the District shall provide notification by noon of the next calendar day.

Method

A. Notice must be provided in person or by phone (including voicemail) to the parent(s) or guardian(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.

B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

Annual Notice of Rights

The District shall provide an annual notice to all parents and guardians informing them of their rights to access records related to the discipline of a school employee under public records law~~This section should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect~~.

Standard of Care of Students

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

A. An administrator shall report immediately any accident or safety hazard about which they are informed, or detect, to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. An administrator shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.

C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

D. An administrator shall not send students on any personal errands.

E. An administrator shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

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

F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is an administrator's family member.

H. Students shall not be required to perform work or services that may be detrimental to their health.

I. Administrators are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.

J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

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

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

X] Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

A. ~~[~~**Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. ~~]~~

B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;

17. favoring certain students by inviting them to come to the classroom at non-class times;

18. getting a student out of class to visit with the staff member;

19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student secrets and having secrets with a student; and

22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor **(-X)**, or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A designated administrator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: https://dcf.wisconsin.gov/cps/process

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

[END OF OPTION

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

Revised 7/13/20
Revised 2/14/22

48.981, Wis. Stats.

118.07(6), Wis. Stats.
948, Wis. Stats.
948.095, Wis. Stats.

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Legal

48.981, Wis. Stats.

948, Wis. Stats.

948.095, Wis. Stats.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of STUDENT SUPERVISION AND WELFARE --ok TAG
Code	po3213 Includes 35-1 TC and Act 57 updates
Status	
Adopted	December 9, 2019
Last Revised	October 25, 2024

3213 - **STUDENT SUPERVISION AND WELFARE**

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

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

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

Standard of Care of Students

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

A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.

C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.

E. A professional staff member shall not send students on any personal errands.

F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

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

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

H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a professional staff member's family member.

I. Students shall not be required to perform work or services that may be detrimental to their health.

J. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and Policy 7540.04 - Staff Technology Acceptable Use and Safety.

K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

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

[DRAFTING NOTE: The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

[X] Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct

It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:

A. **[Preferential Treatment or Favoritism** - Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.]

B. **Boundary Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. Consent from the student or parent does not justify boundary invasions.

Maintaining professional boundaries is essential to student safety; however, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. Inappropriate boundary invasions may include, but are not limited to, the following:

1. hugging, kissing, or other physical contact with a student;

2. telling sexual jokes to students;

3. engaging in talk containing sexual innuendo or banter with students;

4. talking about sexual topics that are not related to curriculum;
5. showing pornography to a student;
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly.

C. **Romantic or Sexual Conduct** - Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents or guardians of enrolled students

must maintain professional conduct in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor **( )**, or via the District's anonymous reporting tool **[END OPTION]**. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. A designated administrator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: https://dcf.wisconsin.gov/cps/process

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law.

Policy Access and Training - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Child Abuse and Neglect, each professional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 – Child Abuse and Neglect, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator

Revised 7/13/20
Revised 2/14/22
Revised 11/14/22
T.C. 10/25/24

48.981, Wis. Stats.

118.07(6), Wis. Stats.
948, Wis. Stats.
948.095, Wis. Stats.

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Legal 48.981, 948, 948.095, Wis. Stats.

Book	Policy Manual
Section	Policies for Cale to approve, 35-1 Technical Corrections
Title	Copy of STUDENT SUPERVISION AND WELFARE - OK per TAG
Code	po4213 Includes 35-1 TC and Act 57
Status	
Adopted	December 9, 2019
Last Revised	December 8, 2025

4213 - **STUDENT SUPERVISION AND WELFARE**

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

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

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

Standard of Care of Students

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

A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

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C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.

D. A support staff member shall not send students on any personal errands.

E. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

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family member.

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Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

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B. Child Protective Services and/or law enforcement.

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Policy Access and Training - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

[END OF OPTION]

Pursuant to the laws of the State and ~~Board~~ Policy 8462 - Child Abuse and Neglect, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Additional Required Reporting" in Policy 8462 – Child Abuse and Neglect, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Revised 7/13/20
Revised 2/14/22
Revised 11/14/22
T.C. 10/25/24

48.981, Wis. Stats.

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Legal 48.981, 948, 948.095, Wis. Stats.

Book	Policy Manual
Section	Policies & Legal Updates for LAT to preview, 35-1
Title	Copy of CHILD ABUSE AND NEGLECT
Code	po8462 Act 57 special update
Status	
Adopted	December 9, 2019

8462 - **CHILD ABUSE AND NEGLECT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting obligations under this policy and applicable law are the

same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

Additional Required Reporting

This section addresses the reporting requirements of Policies 1213/3213/4213 - Student Supervision and Welfare. Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to the District Administrator and/or their immediate supervisor:

A. Sexual misconduct, as defined in s. 948.098 (1) (d), by a school staff member, as defined in s. 948.098 (1) (c).;

B. That an individual who has been convicted of a serious child sex offense, as defined in s. 948.13, has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or

C. That a sex offender, as defined in s. 948.14 (1) (d), has intentionally captured a representation of a minor pupil without the written consent of the minor pupil's parent or guardian.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

48.981, Wis. Stats.
118.07(5), Wis. Stats.

118.07(6), Wis. Stats.
175.32, Wis. Stats.

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48.981, Wis. Stats.

118.07(5), Wis. Stats.

175.32, Wis. Stats.