

**School District of River Falls
Ad-Hoc Policy Committee**

July 6, 2026 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Personnel Committee members: Stacy Johnson Myers (Chair) and Lindsey Curtis
A quorum of the School Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at
<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. CONSENT AGENDA - NEOLA POLICY UPDATES: INITIAL READINGS

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Description: The Policy Committee is conducting the initial readings of the following NEOLA policies as part of the review process. Approval by the Policy Committee will advance these policies to the full School Board for the first reading.

Policies Recommended for Initial Approval:

- Policy 8125 - Consultants
- Policy 8141 - Required Reporting of Staff Conduct
- Policy 8146 - Notification of Educational Options
- Policy 8210 - School Calendar
- Policy 8220 - School Day/School Closure
- Policy 8315 - Information Management
- Policy 8320.01 - Unauthorized Acquisition of Staff Personal Information
- Policy 8325 - Receipt of Legal Documents by District Employees
- Policy 8330 - Student Records
- Policy 8330.01 - Unauthorized Acquisition of Student Personal Information
- Policy 8340 - Providing a Reference
- Policy 8350 - Confidentiality
- Policy 8395 - Student Mental and Physical Health Services
- Policy 8407 - School Resource Officer Program
- Policy 8410 - Crisis Intervention
- Policy 8420 - School Safety and Reporting of Crime Statistics
- Policy 8452 - Automated External Defibrillators (AED)
- Policy 8453 - Direct Contact Communicable Diseases
- Policy 8453.01 - Control of Blood-Borne Pathogens
- Policy 8462 - Reporting of Child Abuse and Neglect and Sexual Misconduct
- Policy 8462.01 - Threats of Violence
- Policy 8500 - Food Services
- Policy 8510 - Wellness
- Policy 8531 - Free and Reduced-Price Meals
- Policy 8600 - Transportation
- Policy 8601 - Controlled Substance and Alcohol Policy for Employees That Transport Students
- Policy 8605 - Use of Electronic Wireless Communication Devices By District Employees Who Operate District-Owned or Operated Vehicles
- Policy 8660 - Transportation By Private Vehicle For District-Sponsored Activities or Trips

- Policy 8700 - Lactating Employees
- Policy 8800 - Religious Activities and Observances
- Policy 8802 - Patriotic Activities and Observances
- Policy 8913 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
- Policy 7544 - Use of Social Media

Recommended Action: Approve the above-listed NEOLA policies for the initial reading by the Policy Committee and recommend them for the first reading.

5. NEOLA POLICY 8120 - VOLUNTEERS 93

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 8120 - Volunteers for the initial reading by the Policy Committee and recommend it for the first reading.

6. NEOLA POLICY 8310 - PUBLIC RECORDS 96

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 8310 - Public Records for the initial reading by the Policy Committee and recommend it for the first reading.

7. NEOLA POLICY 8451 - PEDICULOSIS (HEAD LICE) 103

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 8451 - Pediculosis (Head Lice) for the initial reading by the Policy Committee and recommend it for the first reading.

8. NEOLA POLICY 7540.03 - STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY AND REVISED SCHOOL BOARD POLICY 363.2-RULE STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY 105

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward to the full School Board for the first reading. Additionally, please note that a revised policy in the 300 series of our current policy manual is also recommended.

Recommended Action: Approve Neola Policy 7540.03 - Student Technology Acceptable Use and Safety and the revised School Board Policy 363.2-Rule Student Technology Acceptable Use and Safety for the initial reading by the Policy Committee and recommend them for the first reading.

9. NEOLA POLICY 7530.02 - STAFF AND STUDENT OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES 110

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading.

Recommended Action: Approve Neola Policy 7530.02 - Staff and Student Officials Use of Personal Communication Devices for the initial reading by the Policy Committee and recommend it for the first reading.

10. NEOLA POLICY 1213 - STUDENT SUPERVISION AND WELFARE (ADMINISTRATION), 3213 - STUDENT SUPERVISION AND WELFARE (PROFESSIONAL STAFF), 4213 - STUDENT SUPERVISION AND WELFARE (SUPPORT STAFF) AND THE NEW SCHOOL BOARD POLICY 390 - STUDENT SUPERVISION AND WELFARE 113

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policies to the full School Board for the first reading. Additionally, please note that a new policy in the 300 series of our current policy manual is also recommended.

Recommended Action: Approve Neola Policy 1213 - Student Supervision and Welfare (Administration), 3213 - Student Supervision and Welfare (Professional Staff), 4213 - Student Supervision and Welfare (Support Staff), and the new School Board Policy 390 - Student Supervision and Welfare for the initial reading by the Policy Committee and recommend them for the first reading.

11. NEOLA POLICY 0144.5 - SCHOOL BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT AND THE NEW SCHOOL BOARD POLICY 191 - SCHOOL BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT

Description: This review constitutes the initial reading by the Policy Committee. Approval will forward the policy to the full School Board for the first reading. Additionally, please note that a new policy in the 100 series of our current policy manual is also recommended.

Recommended Action: Approve Neola Policy 0144.5 - School Board Member Behavior, Communications, and Code of Conduct and the new School Board Policy 191 - School Board Member Behavior, Communications, and Code of Conduct for the initial reading by the Policy Committee and recommend them for the first reading.

12. SCHEDULE NEXT POLICY AD-HOC COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Ad-Hoc Policy Committee meeting: Monday, August 31, 2026, 6:00 p.m.

The meeting will be held in the District Office conference room at 852 E. Division Street.

13. ADJOURN



Book Neola Policy Templates for Processing
Section 8000 Operations Templates
Title CONSULTANTS
Code po8125 5/4
Status
Legal 120.20, Wis. Stats.

8125 - CONSULTANTS

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

~~[] The Superintendent will report to the School Board the contract of any consultants no later than at the next School Board meeting.~~

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

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Section 8000 Operations Templates
Title REQUIRED REPORTING OF STAFF CONDUCT
Code po8141 5/4
Status
Legal 115.31, 940.225, 948 Wis. Stats

8141 - REQUIRED REPORTING OF STAFF CONDUCT

The School Board of Education recognizes its responsibilities to effectively address criminal charges, convictions, or dismissal/non-renewal due to immoral conduct, by staff members and, where determined appropriate, to provide a measured disciplinary response consistent with due process. In addition, with respect to any person licensed by the State Superintendent, such matters will be reported to the State Superintendent.

Pursuant to State law, immoral conduct means conduct or behavior that is contrary to commonly accepted moral or ethical standards and that endangers the health, safety, welfare, or education of any student. Further, immoral conduct includes the intentional use of a District's equipment to download, view, solicit, seek, display, or distribute pornographic material.

District staff are required to report to the Superintendent alleged immoral conduct by District staff members. If the alleged misconduct to be reported is regarding the Superintendent, the District employee will report the alleged misconduct to the presiding officer of the School Board.

The Superintendent will investigate any allegation of misconduct by District employees which affects the health, safety, or welfare of a student, and will report the alleged misconduct to the State Superintendent as required by State law.

Staff alleged to have committed such misconduct will be reassigned or placed on administrative leave pending the outcome of a misconduct investigation.

Reporting Requirements for Licensed Staff

If any of the following occurs, the name of the licensed staff member, a complete copy of the staff member's personnel file, and all records related to any investigation of the staff member conducted by or on behalf of the District will be reported to the State Superintendent:

- A. the licensed staff member is charged with a crime pursuant to Chapter 948, Wisconsin Statutes, including a crime specified as a felony pursuant to section 948.015 that has a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child;
- B. the licensed staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, or a felony with a maximum term of imprisonment of at least five (5) years, or a crime in which the victim was a child, or pursuant to 940.225(3m), Wisconsin Statutes fourth-degree sexual assault;
- C. the licensed staff member is dismissed, or his/her contract is not renewed by the District-based in whole or in part on evidence that the person engaged in immoral conduct; or
- D. the licensed staff member resigns and the Superintendent has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.

The Superintendent will make such report within fifteen (15) days after the administrator becomes aware of the charge, conviction, dismissal, non-renewal or resignation.

If an administrator requests a staff member, employed by the District and licensed by the State Superintendent to resign, and there is reasonable suspicion that the person engaged in immoral conduct, the administrator will notify the staff member that the administrator has the affirmative duty to report to the State Superintendent such suspicion.

Non-Licensed Staff Reporting Requirements

The Superintendent will also report to the State Superintendent the name of any person employed by the District, even if the staff member is not licensed by the State Superintendent if the staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, a felony with a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child, or fourth-degree sexual assault pursuant to 940.225(3m), Wisconsin Statutes. The Superintendent will make such **a** report within fifteen (15) days after the administrator becomes aware of the charge conviction.

General Reporting Requirements

The Superintendent will send a copy of any report made about a staff member, as described herein, that is made to the State Superintendent to the staff member who is the subject of the report.

An administrator, or any other person, who in good faith reports or fails to report information to the State Superintendent is immune from civil liability for such acts or omissions.

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 Section 8000 Operations Templates
 Title NOTIFICATION OF EDUCATIONAL OPTIONS
 Code po8146 5/4
 Status
 Legal 115.385(4), Wis. Stats.
 118.15, Wis. Stats.
 118.55, Wis. Stats.
 118.57, Wis. Stats.

8146 - NOTIFICATION OF EDUCATIONAL OPTIONS

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

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

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Section 8000 Operations Templates

Title SCHOOL CALENDAR

Code po8210 5/4

Status

Legal 115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats.
PI 8.01

8210 - SCHOOL CALENDAR

The School Board recognizes that the preparation of a calendar for the instructional program of the schools is necessary for orderly educational planning and for the efficient operation of the District.

Classes will not begin prior to September 1st except ~~when holding year round school or~~ when so authorized by the Department of Public Instruction.

The School Board will determine annually the number of days when the schools will be in session for instructional purposes. The school year will consist of student contact days, sufficient to meet all required student instruction time mandates set by State law, and will contain a number of non-instructional days for parent-teacher conferences, staff **in-service, education and training**, or other reasons during which staff are required to report. When compensatory instruction is offered virtually for days when schools are closed for inclement weather or for parent-teacher conferences, staff in-services, or other reasons, such instruction may be counted when computing the minimum number of instructional hours required by the State, provided such instruction applies to the entire school or grade level and accessibility requirements have been satisfied.

~~The Superintendent is authorized to work with the CESA on the development of a common calendar for all of the districts in the service area.~~

If school days are lost due to inclement weather, or other reason such that the amount of instructional time would fall below the required amount of time, the ~~()~~ Superintendent ~~()~~ School Board **[END OF OPTION]** will determine whether additional school days during which student instruction will occur will be scheduled or whether additional instructional time will be added to existing school days such that the required instructional time is reached. Non-instructional days lost due to inclement weather or other reasons may be made up at the discretion of the ~~()~~ School Board ~~()~~ Superintendent.

The Superintendent will certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

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Section 8000 Operations Templates
Title SCHOOL DAY/SCHOOL CLOSURE
Code po8220 5/4
Status
Legal 118.24(2), Wis. Stats.

8220 - SCHOOL DAY/SCHOOL CLOSURE

The School Board authorizes the school day to be arranged and scheduled by the administration. It is to offer the maximum education for the time spent within the limitations of school facilities and the laws and regulations of the State.

School Closure

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members. The ~~Administrator~~ **Superintendent** will prepare rules for the proper and timely notification of concerned persons and parents in the event of an emergency closing of the schools.

~~1-1~~ The Superintendent will have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. The ~~Administrator~~ **Superintendent** will prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and conduct of such activities.

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Section 8000 Operations Templates
Title INFORMATION MANAGEMENT
Code po8315 5/4
Status
Legal Federal Rules of Civil Procedure 34, 37(f)

8315 - INFORMATION MANAGEMENT

The School Board recognizes its responsibility, in certain circumstances, to maintain information created, maintained or otherwise stored by the District outside the "Records Retention Schedule" in Policy 8310 - Public Records. In such situations, a "Litigation Hold" procedure will be utilized to identify and preserve information relevant to a specific matter. "Information" includes both paper documents and electronically stored information ("ESI"). When implementing the "Litigation Hold," the District will identify individuals in possession or custody of paper documents, ESI and electronic media containing ESI, and inform them of their obligation to preserve the documents and ESI outside the "Records Retention Schedule" in Policy 8310. The District will also identify third parties with custody or control over paper documents, ESI, or electronic media storing ESI, and request them to preserve that information. All information falling within a "Litigation Hold," which is under the control of the District, must be preserved in a readily accessible form under the requirements of Policy 8310. Failure to comply with a Litigation Hold notice (↔) may ~~(↔) will~~ result in disciplinary action, up to and including possible termination.

Instances where the School Board must maintain information outside the "Records Retention Schedule" in Policy 8310 include:

- A. when the School Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;
- B. when the School Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;
- C. when the School Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;
- D. when the School Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the School Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, or a Wisconsin Equal Rights Division regarding a claim against the School Board, its members, employees or agents;
- E. when the School Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, or a Wisconsin Equal Rights Division regarding a claim against the School Board, its members, employees or agents;
- F. when the School Board receives written notification from a third party requesting that the School Board maintain information that could be at issue in litigation or potential litigation against that third party;

G. when the Superintendent recommends the termination of an employee to the School Board pursuant to a labor contract;

H. when the School Board explores, contemplates or initiates litigation.

Definitions

"Documents": includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any medium from which information can be obtained or translated if necessary.

"ESI": includes, but is not limited to, writings, drawings, graphs, charts, photographs, blueprints, sound recordings, images and other data or data compilations stored in any electronic media from which information can be obtained or translated if necessary. It includes, but is not limited to, e-mails, e-mail attachments, instant messages, word processing files, spreadsheets, pictures, application program and data files, databases, data files, metadata, system files, electronic calendar appointments, scheduling program files, TIFF files, PDF files, MPG files, JPG files, GIF files, network share files, internal websites, external websites, newsgroups, directories, security and access information, legacy data, audio recordings, voice mails, phone logs, faxes, internet histories, caches, cookies or logs of activity on computer systems that may have been used to process or store electronic data.

"Electronic media": includes, but is not limited to, hard drives (including portable hard disk drives "HDD's"), floppy drives, disaster recovery media, and storage media (including DVD's, CD's, floppy discs, Zip discs/drives, Jazz discs/drives, USB memory drives, jump disc/drives, flash discs/drives, keychain discs/drives, thumb discs/drives, smart cards, micro-film, backup tapes, cassette tapes, cartridges, etc.), accessed, used and/or stored on/in/through the following locations: networks and servers; laptop and desktop work computers; home and personal computers; other computer systems; backup computers or servers; archives; personal digital assistants ("PDAs" – including Palm, Blackberry, cellular phone, tablet PC, etc.); pagers; firewalls; audit trails and logs, printers; copiers; scanners; digital cameras; photographic devices; and video cameras and devices. Electronic media will also include any item containing or maintaining ESI that is obtained by the District for School Board member or employee usage or that an employee uses for such purpose (even if privately owned by the School Board member or employee) from the date this policy is adopted into the future.

Initiation and Removal of a "Litigation Hold"

The School Board or the Superintendent may initiate a "Litigation Hold" under this policy. If the Superintendent initiates a "Litigation Hold," ~~s/h~~ **the Superintendent** or the School Board's legal counsel will notify the School Board of the reason the Litigation Hold was instituted and its scope. When implementing a Litigation Hold, the School Board or Superintendent (↔) may (↔) ~~will~~ utilize an Electronically Stored Information Team ("ESI Team"). The School Board's legal counsel will be involved in implementation of the "Litigation Hold Procedure" ~~outlined in AG 8315.~~

A "Litigation Hold" will remain in place until removed by the School Board. A "Litigation Hold" may be removed when the litigation or administrative agency matter has been resolved or can no longer be initiated. Any information maintained under this policy will fall back under the "Records Retention Schedule" in Policy 8310 once the "Litigation Hold" is removed.

~~[] The Superintendent will develop administrative guidelines outlining the procedures to be followed by School Board members and employees when initiating and implementing a "Litigation Hold." This policy and its related administrative guidelines will be posted and distributed in the manner described in AG 8315.~~

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Book Neola Policy Templates for Processing
Section 8000 Operations Templates
Title UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION
Code po8320.01 6/21
Status
Legal 134.98 Wis. Stats.

8320.01 - UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION

The District Records Custodian (DRC) will maintain a personnel file, a payroll file, an I-9 file, and a medical file for each employee. ~~()~~ The files will be maintained in separate, secure locations. ~~[END OF OPTION]~~ The files will be maintained ~~()~~ in paper format ~~()~~ electronically only consistent with applicable law ~~()~~ in both electronic and paper format.

If the DRC becomes aware of the unauthorized acquisition of "Personal Information" the DRC will make reasonable efforts to notify each affected staff member that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

No such notification is required if either (a) the acquisition of data does not create a material risk of identity theft or fraud to the individual; or (b) the personal information was acquired in good faith by a District employee or agent, and was used only for lawful purposes.

The notice will be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice will indicate that the District knows of the unauthorized acquisition of personal information pertaining to the staff member. The notice will be by mail or by a method the District has previously employed to communicate with the staff member.

Required Notice for Unauthorized Acquisition of Information

If, as the result of a single incident, the District is required to notify 1,000 or more individuals, the DRC will without unreasonable delay notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the staff members.

Upon written request from a staff member who has received a notice, the District will identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process will begin at the end of that time period.

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Section 8000 Operations Templates
Title RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES
Code po8325 5/4
Status

8325 - RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES

School employees often gain substantial personal knowledge regarding many aspects of the lives and behavior of students. As a result, they may be called upon to provide testimony in the course of legal proceedings such as divorce actions involving custody disputes, criminal prosecutions, or other types of legal proceedings. School employees may also be the subject of civil suits relating to the performance of their employment responsibilities, resulting in the service of legal documents requiring them to respond to allegations, produce records, or provide sworn testimony.

Service of Legal Documents

Legal service requires compliance with procedural rules. Staff members may not accept service of legal documents on behalf of the District unless authorized to do so, and should not agree to accept service via e-mail, fax, or other means other than personal service unless directed to do so.

The Superintendent has authorization to contact legal counsel.

Student Records and Other Confidential Information

If a District staff member is served with any legal document(s), such as a subpoena or summons and complaint, requiring this staff member to answer factual allegations or appear at a particular place and time to provide testimony and/or records pertaining to any matter related to the staff member's employment, the staff member must immediately notify the building principal or Superintendent.

Legal documents regarding matters related to school business may implicate confidential personnel records or protected student records (see Policy 8330 - Student Records and Policy 8310 - Personnel Records). Observations and opinions regarding student behavior, academic performance, or similar topics likewise constitute confidential records. The administration will determine what action must be taken regarding the disclosure of and testimony related to school documents. No staff member may produce confidential student records or testify concerning the content of student records without first notifying the administration.

District administration will be immediately informed of the receipt of any legal documents by a District staff member naming a District staff member in their official capacity as a party to a legal action or otherwise implicating the District staff member's official duties as a subject of a lawsuit or legal proceeding.

Compliance with Legal Documents

Depending on the circumstances of the particular matter involved, District administration may determine what action must be taken in the event a staff member is issued a subpoena requiring attendance at any hearing, deposition or requiring the production of documents, however nothing in this policy will require any staff member to disregard, to otherwise fail, to properly comply with any legally served documents, or any court order pertaining to the staff member's testimony or production of documents.



Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	STUDENT RECORDS
Code	po8330 6/19
Status	
Legal	46.215, Wis. Stats. 46.22, Wis. Stats. 46.23, Wis. Stats. 115.298, Wis. Stats. 118.125, Wis. Stats. 118.125(2)(q), Wis. Stats. 20 U.S.C. Section 1232f (FERPA) 20 U.S.C. Section 1232g (FERPA) 20 U.S.C. Section 1232h (FERPA) 20 U.S.C. Section 1232i (FERPA) 20 U.S.C. 1400 et seq., Individuals with Disabilities Education Improvement Act 20 U.S.C. 7165(b) 20 U.S.C. 7908 25 U.S.C. 450b(L) 26 U.S.C. 152 34 C.F.R. Part 99

8330 - **STUDENT RECORDS**

In order to provide appropriate educational services and programming, the Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

Reference in this policy to "directory data," includes reference to "directory information," in the context of the Family Educational Rights and Privacy Act (FERPA).

The Board is responsible for the records of all students who attend or have attended schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

Address Confidentiality CONFIDENTIALITY Program

Safe at Home Program

Students who are verified participants in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice shall be permitted to use their substitute assigned address for all District purposes. The Board shall refrain from including the student's actual/confidential residential address in any student records or files (including electronic records and files) or disclosing the student's actual/confidential residential address when releasing student records. The Board shall only list the address designated by the Wisconsin Department of Justice to serve as the student's address in any student records or files, including electronic records and files. Further, the Board shall use the student's substitute assigned address for any and all communications and correspondence between the Board and the parent(s) of the student (or adult student). The student's actual/confidential residential address shall be maintained in a separate confidential file that is not accessible to the public or any employees without a legitimate purpose. The intentional disclosure of a student's actual/confidential residential address is prohibited.

Access to Confidential Records

The Board may enter into a memorandum of understanding with a county department under State statutes (s. 46.215, 46.22, or 46.23) or a tribal organization, as defined under Federal law, that permits disclosure of information contained in student records as provided under State law in cases in which the student's parent if the student is a minor, or the student if the student is an adult, does not grant permission for such disclosure.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child). The term "eligible student" or "adult student" refers to a student who is eighteen (18) years of age or older.

Both parents shall have equal access to student records unless stipulated otherwise by court order or law. In the case of adult students, parents may be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code, and provided that the student has not made a written request to the District that their parents not be permitted access to personally identifiable information from their records.

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); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a 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 tasks (including volunteers).

"Legitimate educational interest" is defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory, or instructional task or to perform a service or benefit for the student or the student's family. The Board directs that reasonable and appropriate methods (including but not limited to physical and/or technological access controls) are utilized to control access to student records and to make certain that school officials obtain access to only those education records in which they have a legitimate educational interest.

The Board authorizes the administration to:

- A. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a private or public school or school district in which a student of this District is enrolled, seeks or intends to enroll, or is instructed to enroll, on a full-time or part-time basis, upon condition that:

1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer ~~(unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification — Form 8330 F9 — includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer)~~;
2. the parent or eligible student, upon request, receive a copy of the record;
3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and
4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has enrolled or from a court that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

In this subsection, "school" and "school district" include any juvenile correctional facility, secured residential care center for children and youth, adult correctional institution, mental health institute, or center for the developmentally disabled that provides an educational program for its residents instead of, or in addition to, that which is provided by public, private, and tribal schools.

- B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;
- C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;
- D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;
- E. report a crime committed by a child to appropriate authorities, and with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- F. release de-identified records and information in accordance with Federal regulations;
- G. ~~disclose personally identifiable information from education records, without consent, to organizations conducting studies "for or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;~~

~~Information disclosed under this exception must be protected so that students and parents cannot be personally identified by anyone other than a representative of the organization conducting the study, and must be destroyed when no longer needed for the study. In order to release information under this provision, the District will enter into a written agreement with the recipient organization that specifies the purpose of the study.~~

~~**[Districts without AGs should include the following paragraph]** This written agreement must include: (1) specification of the purpose, scope, duration of the study, and the information to be disclosed; (2) a statement requiring the organization to use the personally identifiable information only to meet the purpose of the study; (3) a statement requiring the organization to prohibit personal identification of parents and students by anyone other than a representative of the organization with legitimate interests; and (4) a requirement that the organization destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed.~~

~~While the disclosure of personally identifiable information without consent is allowed under this exception, it is recommended that whenever possible the administration either release de-identified information or remove the students' names and social security identification numbers to reduce the risk of unauthorized disclosure of personally identifiable information.~~

- H. disclose personally identifiable information from education records without consent, to authorized representatives of the Federal government, as well as State and local educational authorities;

The disclosed records must be used to audit or evaluate a Federal or State supported education program, or to enforce or comply with Federal requirements related to those education programs. A written agreement between the parties is required under this exception.

~~[Option A — the following sentence should be selected by districts WITH AGs]~~

~~The District will verify that the authorized representative complies with FERPA regulations.~~

~~[Option B — the following two (2) paragraphs should be selected by districts WITHOUT AGs]~~

This written agreement must include: (1) designation of the receiving entity as an authorized representative; (2) specification of the information to be disclosed; (3) specification that the purpose of the disclosure is to carry out an audit or evaluation of a government-supported educational program or to enforce or comply with the program's legal requirements; (4) a summary of the activity that includes a description of methodology and an explanation of why personally identifiable information is necessary to accomplish the activity; (5) a statement requiring the organization to destroy all personally identifiable information when it is no longer needed for the study, along with a specific time period in which the information must be destroyed; and (6) a statement of policies and procedures that will protect personally identifiable information from further disclosure or unauthorized use.

Under the audit exception, the District will use "reasonable methods" to verify that the authorized representative complies with FERPA regulations. Specifically, the District will verify, to the greatest extent practicable, that the personally identifiable information is used only for the audit, evaluation, or enforcement of a government-supported educational program. The District will also ascertain the legitimacy of the audit or evaluation and will only disclose the specific records that the authorized representative needs. Further, the District will require the authorized representative to use the records only for the specified purpose and not to disclose the information any further, such as for another audit or evaluation. Finally, the District will verify that the information is destroyed when no longer needed for the audit, evaluation, or compliance activity.

- I. request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within such shorter period as may be applicable to students with disabilities. Upon the request of the viewer, a record shall be reproduced unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained (if required).

Only "directory information" regarding a student shall be released to any person or party, other than the student or their parent, without the written consent of the parent, or, if the student is an eligible student, without the written consent of the student, except as provided by applicable law.

DIRECTORY DATA

Each year, the District Administrator shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory data." The Board designates as student "directory data":

- A. ~~(→)~~ a student's name;
- B. ~~(→)~~ address;

- C. telephone number;
- D. date and place of birth;
- E. photograph;
- F. major field of study;
- G. participation in officially recognized activities and sports;
- H. height and/or weight, if a member of an athletic team;
- I. dates of attendance;
- J. date of graduation;
- K. degrees and awards received;
- L. name of the school most recently previously attended.

[NOTE: The options selected above would be the "directory data" that the District must also follow in such situations as releasing teaching rosters, publishing honor roll, etc.]

~~() Directory data may also include a student ID number, user ID, or other unique personal identifier used by the student when accessing or communicating in a District's electronic systems, if, standing alone, it cannot be used to access student education records (i.e. a pin number, password, or other factor is also needed).~~

[Drafting Note: The option above is recognized under FERPA (34 C.F.R. Part 99.3) but is not included with the Wisconsin definition of "directory data" in 118.125 (1)(b), Wis. Stats. It is recommended Districts consult their legal counsel if considering this option.]

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory data" upon written notification to the Board within fourteen (14) days after receipt of the District Administrator's annual public notice or enrollment of the student into the District if such enrollment occurs after the annual public notice. Any parent or eligible student who refuses to allow disclosure of directory data and who participates in the extra-curricular activity must complete the appropriate acknowledgement, which includes a limitation on the refusal to disclose directory data obtained during the course of the student's participation in extra-curricular activities.

In accordance with Federal and State law, the Board shall release the names, addresses, District assigned e-mail addresses (if available), and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, District assigned e-mail address (if available), and telephone listing not be released without prior consent of the parent(s)/eligible student. The recruiting officer is to sign a form indicating that "any information received by the recruiting officer shall be used solely for the purpose of informing students about military service and shall not be released to any person other than individuals within the recruiting services of the Armed Forces." The District Administrator is authorized to charge mailing fees for providing this information to a recruiting officer.

Whenever consent of the parent(s)/eligible student is required for the inspection and/or release of a student's health or education records or for the release of "directory data," either parent may provide such consent unless agreed to otherwise in writing by both parents or specifically stated by court order. If the student is under the guardianship of an institution, the District Administrator shall appoint a person who has no conflicting interest to provide such written consent.

The Board may disclose "directory data," on former students without student or parental consent unless the parent or eligible student previously submitted a request that such information not be disclosed without their prior written consent.

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information.

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument (e.g. survey, form, questionnaire, or software) used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a

student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

The District Administrator shall directly notify the parent(s) of a student and eligible students, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when such activities are scheduled or expected to be scheduled.

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

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

[] The District Administrator shall prepare administrative guidelines so that students and parents are adequately informed each year regarding their rights to:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge Board noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with the United States Department of Education;
- F. obtain a copy of the Board's policy and administrative guidelines on student records.

[] The District Administrator shall also develop guidelines for:

- A. the proper storage and retention of records including a list of the type and location of records;
- B. informing Board employees of the Federal and State laws concerning student records.

The Board authorizes the use of computer data storage for the recording, filing, maintaining, and preserving of records.

No liability shall attach to any member, officer, or employee of this Board as a consequence of permitting access or furnishing student records in accordance with this policy and regulations.

Any entity receiving personally identifiable information pursuant to a study, audit, evaluation, or enforcement/compliance activity must comply with all FERPA regulations. Further, such an entity must enter into a written contract with the Board delineating its responsibilities in safeguarding the disclosed information. Specifically, the entity must demonstrate the existence of a sound data security plan or data stewardship program, and must also provide assurances that the personally identifiable information will not be redisclosed without prior authorization from the Board. Further, the entity conducting the study, audit, evaluation, or enforcement/compliance activity is required to destroy the disclosed information once it is no longer needed or when the timeframe for the activity has ended, as specified in its written agreement with the Board.



Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION
Code	po8330.01 5/4
Status	
Legal	134.98 Wis. Stats.

8330.01 - UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION

The School Board of Education is responsible for maintaining records of all students attending schools in this District.

If the District becomes aware of the unauthorized acquisition of "Personal Information", the District will make reasonable efforts to notify each affected student, and if a minor, the parents, that their personal information has been accessed. "Personal Information" includes the individual's social security number, driver's license number, State identification number, the number of financial accounts or access codes, the individual's deoxyribonucleic acid profile, or the individual's unique biometric data including fingerprint, voice print, retina or iris image, or any other unique physical representation.

The notice will be issued within a reasonable time, not to exceed forty-five (45) days after the District learns of the acquisition of the personal information. The notice will indicate that the District knows of the unauthorized acquisition of personal information pertaining to the student. The notice will be sent by mail or by a method the District has previously employed to communicate with the students.

If, as the result of a single incident, the District is required to notify 1,000 or more students, the District will, without unreasonable delay, notify all consumer reporting agencies that compile and maintain files on consumers on a nationwide basis of the timing, distribution, and content of the notices sent to the students.

Upon written request from the student who has received a notice, the District will identify the personal information that was acquired.

A law enforcement agency may, in order to protect an investigation or homeland security, ask the District not to provide a notice for any period of time and the District's notification process will begin at the end of that time period.

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Book Neola Policy Templates for Processing
Section 8000 Operations Templates
Title PROVIDING A REFERENCE
Code po8340 5/4
Status
Legal Section 8546 of the Every Student Succeeds Act (ESSA)
895.487(2), Wis. Stats.

8340 - PROVIDING A REFERENCE

~~[SELECT ONE OF THE 3 OPTIONS]~~

~~[] [OPTION 1] Administrators who choose to provide a letter of reference, when asked, for any District employee or former employee shall limit their response to the employee's dates of employment, position held, and wage rate.~~

~~[] [OPTION 2] An administrator may choose whether to provide a letter of reference or to respond to requests for verification of employment. Any such letter or response shall be consistent with the provisions below.~~

~~[] [Option 3] Pursuant to State law, an administrator responding to a reference request is presumed to be acting in good faith and is immune from all civil liability that may result from providing the reference to a prospective employer. The presumption may be rebutted upon a showing by clear and convincing evidence that the administrator knowingly provided false information or made the reference maliciously or in violation of Wisconsin's blacklisting statute.~~

~~[END OF OPTIONS]~~

~~Administrators who choose to provide a letter of reference, when asked, for any District employee or former employee shall adhere to the following when preparing such a letter:~~

- ~~A. The request should be reduced to writing and submitted with enough lead time to allow a timely response.~~

~~[] The request shall be submitted on Form 8340 F1 () or in another written request format.~~

~~[] The request shall include the name and title to whom the reference is to be directed, and the complete mailing address to which the letter is to be mailed.~~

- ~~B. The letter of reference shall include only statements that are truthful and factual, and substantiated by the administrator's first hand knowledge of the employee or former employee and/or the employee or former employee's personnel file. When drafting the letter, the administrator should include the following:~~

- ~~1. A description of the position that the administrator holds as well as the position to which the employee or former employee is or was assigned in the District, and the period of time upon which the administrator's comments are based.~~
- ~~2. The duties assigned to the employee or former employee, and the manner in which s/he performed those duties and responsibilities. Any and all comments pertaining to the employee or former employee's job performance shall be based upon direct knowledge by the administrator and/or comments contained within 23 employee or former employee's performance evaluations.~~

3. If appropriate, the letter may also describe any additional duties or assignments of the employee or former employee, such as extra-curricular or co-curricular assignment, and the manner in which the employee or former employee performed those duties and responsibilities.

(), the employee's dates of employment, positions held, whether the employee worked part-time or full-time, and rate of pay. The administrator may include a statement that the employee resigned if appropriate or may state whether the employee would be considered for rehire.

C. The letter of reference shall not include any of the following:

1. statements that the administrator knows to be untrue;
2. statements made in bad faith;
3. statements that are motivated by anger, grudges, jealousy, resentment, or ill will toward the employee or former employee;
4. statements that include exaggerations; or
5. statements that are based upon incomplete investigations involving the employee or former employee;

D. In all cases a copy of any letter of reference provided by an administrator for a District employee or former employee shall be filed in the employee or former employee's personnel file.

An administrator who prepares a letter of reference or provides an employment reference pursuant to this policy, is prohibited from assisting a District employee, contractor or agent in obtaining a new job if s/he knows or has reasonable cause to believe that such District employee, contractor or agent engaged in sexual misconduct regarding a minor or student in violation of State or Federal law. "Assisting" does not include the routine transmission of administrative and personnel files. The only exceptions permitted are those authorized by the Every Student Succeeds Act, such as where the matter has been investigated by law enforcement and the matter was officially closed due to lack of probable cause or where the individual was acquitted or otherwise exonerated of the alleged misconduct.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	CONFIDENTIALITY
Code	po8350 5/4
Status	
Legal	19.36(1), Wis. Stats.

8350 - **CONFIDENTIALITY**

State and Federal law requires that student education records be maintained as confidential. See Policy 8330. State law further exempts certain information and records from public disclosure. See Policy 8310. As such, the School Board is obligated to take appropriate steps to maintain certain information and records as confidential. Individuals who have access to student education records may not remove them from School Board property without express permission from their building principal or supervisor. An individual authorized to remove student education records from school property is responsible for the safety and security of the records and for returning them to the District intact. Confidential information and records may not be disclosed except as authorized by School Board policy. Individuals who have access to confidential information and records while employed by the School Board are reminded that their legal obligation to maintain such confidences extends beyond their term of employment in the District and they are prohibited from releasing, disclosing, or otherwise disseminating confidential information or records subsequent to leaving the School Board's employ. The School Board directs the Superintendent to prepare guidelines concerning School Board employees' duties to maintain certain information and records as confidential.

It is further the policy of the School Board that when the District receives in trust from a public agency information identified to be confidential or exempt from disclosure under the Public Records Law, Common Law, Privilege Case Law, or Federal Law, the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure. The District will comply with the requirements of the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Policy 5111 - Eligibility of Resident/Nonresident Students, Policy 8310 - Public Records, Policy 8320 - Personnel Records and Policy 8330 - Student Records.)

The following portions of this policy apply **only** to identified confidential information received from a public agency.

In order to prohibit the unauthorized disclosure of information identified as confidential by the sending public agency, the School Board may seek to obtain court protection by:

- A. denying requests for release of such information absent subpoena or court order;
- B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

When possible, the School Board will attempt to notify the sending public agency of the request for release of such information prior to complying with the request.

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Book Neola Policy Templates for Processing
 Section 8000 Operations Templates
 Title STUDENT MENTAL AND PHYSICAL HEALTH SERVICES
 Code po8395 - 5/6
 Status

8395 - STUDENT MENTAL AND PHYSICAL HEALTH SERVICES

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

The District will assist in facilitating students’ access to physical and mental health services (“Services”), when appropriate through the Student Services Department and the school nurses. These Services may be provided in conjunction with licensed agencies authorized to provide Services at the schools in a way that minimizes intrusion into the student’s day and which supplements those Services provided by a teacher, paraprofessional, school nurse and other health professionals, or any other staff member. Further, unless otherwise determined by an IEP team, Services are not to be considered a related service necessary for the provision of a free appropriate public education under the Individuals with Disabilities Education Act. The provision of Services by outside agencies in the school setting will be governed by agreement between the District and the licensed agency and will be subject to the provisions therein as well as the procedures set forth below.

School District Mental Health Professionals

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

~~() The School Board will make available mental health professional staff members to assist students in receiving specified Service, including:~~

- ~~A. Alcohol and Other Drug Abuse (AODA), including, where available, specialization within the AODA field consistent with school community needs;~~
- ~~B. Depression, anxiety;~~
- ~~C. Survivors of abuse;~~
- ~~D. Self-harm compulsion and/or suicidal ideation;~~
- ~~E. Other _____.~~

[END-OPTION]

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

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

School District Physical Health Professionals

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

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

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

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

- A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the ~~() School Board () Superintendent~~ **[END OF OPTION]** prior to commencing services. The Agreement will specify the term of the Agreement, the amount of time intended to be spent on site, and all financial arrangements.
- B. **All individuals providing Services must have on file with the District the following prior to providing Services: (a) appropriate licensure and other required professional credentials; (b) evidence of appropriate insurance coverage; (c) completed and satisfactory criminal background check results and required State health information.**
- C. To be eligible to receive Services at school, students must have **a signed Waiver and Indemnification Agreement** and Consent for Release of Information on file with the District specifying the organization's plan for frequency of Services, schedule for Services at school, and specifying any financial arrangements involved between the provider, the student, and/or the student's parents. This agreement will also stipulate the District's responsibility to provide a Free and Appropriate Public Education (FAPE) for students with Individualized Education Plans (IEPs) so that Services are consistent with the District's requirements.
- D. Services provided during class time must be approved by the teacher or building principal in consultation with the teacher. No such Services will be provided in class unless expressly approved by the teacher and ~~() building principal () Superintendent, [END OF OPTION]~~ and only in such a fashion that no other student's privacy rights, record information, or educational interests are adversely impacted.
- E. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.
- F. The District may refuse access to school facilities to any individual or agency for violating any expectations **or if no suitable space is available**. No District officials will advocate for students to receive Services from any specific provider or agency, but may provide referrals, or information concerning resources available to students.
- G. All providers are expected to adhere to School Board policies while on school grounds and providing Services to students.

~~[] Establishing a School Site Clinic~~

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

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

~~[END OF OPTION]~~

Complimentary Services

The Services described in this policy and provided for through agreements entered into pursuant to this policy do not replace or eliminate other physical or mental health and related services provided through IEP development, 504 plans, general school counseling services, and other student services available through District and partner resources. This policy is to be administered consistent with Policy 5330 - Administration of Medication/Emergency Care, Policy 5310.01 - Emergency Nursing Services, as well as other School Board policies concerning student health.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	SCHOOL RESOURCE OFFICER PROGRAM
Code	po8407 - 6/16
Status	
Legal	66.0301, Wis. Stats. 118.127, Wis. Stats. 118.001, Wis. Stats. 118.125, Wis. Stats. 118.257, Wis. Stats. 120.13, Wis. Stats. 120.44, Wis. Stats. (unified school districts) 121.02(1)(i), Wis. Stats. 165.85(2)(c), Wis. Stats. 968.07(1)(d), (2), Wis. Stats.

8407 - SCHOOL RESOURCE OFFICER PROGRAM

To promote a safe, secure, and supportive school environment, the School Board believes it appropriate for the District to have a collaborative relationship with the **River Falls Police Department (RFPD)** ~~law enforcement agency(ies) with jurisdiction in the District~~ through a School Resource Officer (SRO) Program.

The SRO Program will provide appropriate and relevant information, instruction, and resource services to students, **employees, teachers**, and parents. These services, and the District's and **RFPD's** ~~the law enforcement agency's(ies)~~ duties and obligations regarding the SRO Program, will be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. ~~(↔)~~ placement of a designated School Resource Officer **s** in specific schools ~~on specific days and times~~;
- B. ~~(↔)~~ development of positive law enforcement officer/student relationships;
- C. ~~(↔)~~ investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. ~~(↔)~~ educational presentations/discussions;
- E. ~~(↔)~~ preventative and/or informational discussions with students/parents;
- F. ~~(↔)~~ patrol and supervision of various school functions;
- G. ~~(↔)~~ creation and implementation of crime prevention and safety programs; and

H. ~~()~~ performance of duties of regular patrol officers that pertain to school resource matters;

I. ~~()~~ a requirement that the ~~SRO law enforcement agency(ies) to~~ provide the ~~() Superintendent ()~~ School Board ~~[END OF OPTIONS]~~ with an annual report regarding the SRO Program.

~~[]~~ This report will summarize activities conducted throughout the previous school year and will include recommendations for the upcoming school year. ~~[END OF OPTION] () The School Board may request additional updates or reports. [END OF OPTION]~~

The building principal(s) will serve as the designated liaisons between the District and the ~~RFPD law enforcement agency(ies)~~ and will oversee the SRO Program as it pertains to the specific building(s). The District and the ~~RFPD law enforcement agency(ies)~~ will collaborate in determining various responsibilities and requirements under the SRO Program, including programming services and development of the school safety plan (See Policy 8420 - School Safety). Any services or activities provided or performed by the ~~RFPD law enforcement agency(ies)~~ via the SRO Program will not serve as a substitute for any responsibilities assigned to District personnel. Appropriate District personnel remain responsible for all decisions relating to student and co-curricular discipline.

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District will fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) will be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	CRISIS INTERVENTION
Code	po8410 - 6/16
Status	
Legal	118.07(4)(a)-(d) Wis. Stat. Title IX, Section 9532 of the No Child Left Behind Act of 2001

8410 - **CRISIS INTERVENTION**

The School Board is committed to maintaining a safe school environment. The School 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 School 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 School 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 Superintendent will 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 will develop and the School Board will approve a school safety plan consistent with Policy 8420 - School Safety.

[] Threat Assessment (See AG 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 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 School Board authorizes the Superintendent to create building level, trained threat assessment teams. Each Team will 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 Superintendent, 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 Superintendent will 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 will 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.~~

~~School Board employees, volunteers, and other school community members, including students and parents, will immediately report to the Superintendent 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).~~

~~Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement will occur as required by State law and School Board policy.~~

~~Threat assessment team members will maintain student confidentiality at all times as required by School Board Policy 8330 – Student Records, and State and Federal law.~~

~~{END OF OPTION}~~

Persistently Dangerous Schools ~~{DRAFTING NOTE: This section is required by the ESEA as amended by ESSA}~~

The School 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 School 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 Superintendent will

~~() discuss this 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.~~

~~() convene a meeting of the building administrator, representative(s) of the local law enforcement () agency () 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 Superintendent will make a report to the School Board about this plan of corrective action and will 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 will have the choice option as provided in Policy 5113.02.

In addition, the Superintendent will

~~()~~ 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.

~~()~~ convene a meeting of the building administrator, representative(s) of the local law enforcement () **agency** ~~()~~ **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.

~~[] If a school in a neighboring district is identified as persistently dangerous and there is not another school in that district, the District will admit students from that school in accordance with School Board Policy 5113.02.~~

Victims of Violent Crime

The School 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 will have the choice options provided by Policy 5113.02.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS
Code	po8420
Status	
Legal	118.07, 118.124, 175.32(2), (3), 48.981(2)(a), Wis. Stats.

8420 - **SCHOOL SAFETY AND REPORTING OF CRIME STATISTICS**

The School 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 Superintendent consistent with the School Board approved school safety plan.

Each school will develop a school safety plan in accordance with State requirements, and each school's safety plan will be reviewed and approved ~~() annually ()~~ every three (3) years **[END OF OPTIONS]** by the School 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 will 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 will 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 will 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 will 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 will be maintained for a period of not less than seven (7) years, consistent with School Board Policy 8310 - Public Records.

The School 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 School 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 School Board reviewed and approved the school safety plan;
- F. the most recent date the School 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 School 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 will 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 School Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities will be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

~~[] The Superintendent will develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:~~

- ~~A. Assess life/safety issues immediately.~~
- ~~B. Provide immediate emergency medical care.~~
- ~~C. Call 911 and notify police/rescue first. Call the Superintendent second.~~
- ~~D. Convene the crisis team to assess the situation and implement the crisis response procedures.~~
- ~~E. Evaluate available and needed resources.~~
- ~~F. Alert school staff to the situation.~~
- ~~G. Activate the crisis communication procedure and system of verification.~~
- ~~H. Secure all areas.~~
- ~~I. Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.~~
- ~~J. Adjust the bell schedule to ensure safety during the crisis.~~
- ~~K. Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.~~
- ~~L. Contact appropriate community agencies and the District's public information office, if appropriate.~~
- ~~M. Implement post crisis procedures.~~

~~[END OF OPTIONAL SECTION]~~

In response to public records requests for school safety documents, after consultation with the District legal counsel and local law enforcement authorities, the Superintendent will redact such information that may be sensitive safety or security information that is in the public's interest to remain confidential.

~~[DRAFTING NOTE: The following section is only required for District's operating high school grades. This section implements the reporting provisions of 118.124, Wis. Stats.]~~

Annual Crime Statistics Reporting

Annually, prior to July 31, the School Board will 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 will 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 batter, 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 will (→) notify the Superintendent who (→) Principal who will notify the Superintendent and **[END OF OPTIONS]** will request pertinent information from the involved law enforcement agency.

The Superintendent will determine, based on receipt of appropriate documents, whether any incident is a reportable incident and will compile the report for the School Board's review. All conduct confirmed as requiring reporting on or before June 30 will be reported on the next July 31 annual report. Incidents identified for reporting after June 30 will 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 School Board will approve the report prior to submission. The report may not include the identity of any students.

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Book Neola Policy Templates for Processing
Section 8000 Operations Templates
Title AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code po8452 - 5/6
Status
Legal 118.076 Wis. Stats.
895.48, Wis. Stats.

8452 - AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

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

An AED is a heart monitor and defibrillator that:

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	DIRECT CONTACT COMMUNICABLE DISEASES
Code	po8453 - 5/6
Status	
Legal	252.21, Wis. Stats.

8453 - DIRECT CONTACT COMMUNICABLE DISEASES

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

For purposes of this policy, these diseases will include:

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

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

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

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

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



Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	CONTROL OF BLOOD-BORNE PATHOGENS
Code	po8453.01 - DB 5/4
Status	
Legal	101.055, Wis. Stats. 29 C.F.R. 1910.1030

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

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

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

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

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

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

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Section 0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI

Title Copy of Copy of CHILD ABUSE AND NEGLECT

Code po8462 - The revised sections concerning immediate parental notification for alleged sexual misconduct or unauthorized student representations are required by law under Wis. Stat. 118.07(5) and Wis. Stat. 948.098(1)(d).

Status

Legal 48.981, Wis. Stats.
118.07(5), Wis. Stats.
175.32, Wis. Stats.

~~8462 — CHILD ABUSE AND NEGLECT~~ **8462 - REPORTING OF CHILD ABUSE AND NEGLECT AND SEXUAL MISCONDUCT**

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 in the first 30 days of employment.** ~~within the first six (6) months of employment in the District and~~ **annually thereafter by September 30.** ~~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 - Threats of Violence.

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 Protective Services and/or 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 school district policies, 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.

Required Notification to Parents for Alleged Sexual Misconduct 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 a designated administrator or Title IX Compliance Officer Coordinator, who shall inform the District Administrator of the report. the District Administrator and/or their immediate supervisor. After receiving a report that alleges any of the following, the District Administrator shall notify the parent of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred:

- A. Sexual misconduct, as defined in 948.098 (1) (d), Wis. Stats., 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 948.13, Wis. Stats., 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 948.14 (1) (d), Wis. Stats., s. 948.14 (1) (d), has intentionally captured a representation of a minor student/pupil without the written consent of the minor student/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.

If reporting relative to items A, B, and/or C above, then the following apply:

Timing

- A. If the report is received before the end of the regular school day, the District Administrator shall notify the parent 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 Administrator 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) 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.

See also Policy 1213 - Student Supervision and Welfare and Policy 8141 - Required Reporting of Staff Conduct.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	THREATS OF VIOLENCE
Code	po8462.01 - 6/19
Status	
Legal	Wis. Stat. 118.07(5) Wis. Stat. 175. 32

8462.01 - THREATS OF VIOLENCE

The School 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 his/her the staff member's 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 will do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member will immediately notify the building level administrator or Superintendent that a report has been made and provide details concerning the basis for the report. () If available, the staff member will inform the school or District School Resource Officer (SRO).

Staff Training Required

The School Board will 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 will 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.~~ Such training shall be completed within in the first 30 days of employment. within the first six (6) months of employment in the District and annually thereafter by September 30. 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.

Training conducted in fulfillment of this policy will 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 Superintendent will 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.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, will immediately inform, by telephone or personally, a law enforcement agency or School Resource Officer, 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 will contain detailed information concerning the nature of the threat. The staff member will cooperate fully with law enforcement. When such a report is

made, the staff member will also inform the building administrator or Superintendent, ~~as well as the School Resource Officer~~, if available. If a threat is reported to the building administrator, s/he will immediately notify the Superintendent 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 will 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) or termination from employment in the case of staff (See Policy 3140/Policy 4140).

The administration may, with the assistance of law enforcement personnel, remove from and/or prohibit the presence 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 Superintendent will notify the School Board as soon as is practicable.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	FOOD SERVICES
Code	po8500 -6/17
Status	
Legal	<p>SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs</p> <p>SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program</p> <p>OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)</p> <p>Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.</p> <p>Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.</p> <p>42 U.S.C. 1758</p> <p>15.137, Wis. Stats.</p> <p>93.49, Wis. Stats.</p> <p>115.34 - 115.345, Wis. Stats.</p> <p>120.10(16), Wis. Stats.</p> <p>120.13(10), Wis. Stats.</p> <p>7 C.F.R. Part 15b</p> <p>7 C.F.R. Part 210</p> <p>7 C.F.R. Part 215</p> <p>7 C.F.R. Part 220</p> <p>7 C.F.R. Part 225</p> <p>7 C.F.R. Part 226</p> <p>7 C.F.R. Part 227</p> <p>7 C.F.R. Part 235</p> <p>7 C.F.R. Part 240</p> <p>7 C.F.R. Part 245</p> <p>42 U.S.C. Chapter 13</p>

8500 - **FOOD SERVICES**

The School Board will provide cafeteria facilities in all school buildings where space permits, and will provide food service 45 for the purchase and consumption of lunch for all students.

~~[] This policy only applies to those schools in the District that participate in the National School Lunch Program (NSLP). Schools that do not participate in the NSLP will abide by all applicable State and Federal regulations. [END OF OPTIONAL PARAGRAPH]~~

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

~~[] The food-service program ~~() will participate ()~~ may participate [END OF OPTION] in the Farm to School Program using locally grown food in school meals and snacks. [END OF OPTIONAL PARAGRAPH]~~

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

The District's food service program will serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the school day will also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines, and may only be sold in accordance with School Board Policy 8550 - Competitive Food Sales. Foods and beverages not associated with the food-service program may be vended in accordance with the rules and regulations set forth in School Board Policy 8540 - Vending Machines.

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

~~[] The Superintendent will provide the District's ~~vendors and/or~~ Food Service Management Contractor a copy of this policy and any implementing guidelines and that any pertinent agreements are consistent with this policy and any implementing guidelines. [END OF OPTION]~~

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

~~Dietary Modifications [DRAFTING NOTE: This section contains three (3) categories of circumstances in which a student may receive a modified meal. The first category "Compliant Medical Documentation" is mandatory; whereas the second two (2) categories, i.e., "Noncompliant Medical Requests" and "Requests Not Based on a Medical Statement", are optional. The School Board may choose either or neither of the two (2) optional categories.]~~

Modifications Based on Compliant Medical Documentation

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

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

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

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to the Food Service Director who will serve as the Special Dietary Accommodation Coordinator ~~the Special Dietary Accommodation Coordinator~~ **[END OF OPTION]**, whose contact information is _____ Patrick Knox, Food Service Director, patrick.know@frsd.k12.wi.us, 852 Division Street, River Falls, WI, 54022, 715-425-1800. **[insert name, address, phone, email address.]** **[DRAFTING NOTE – at least one person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]**

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. ~~Form PI-6314 can be obtained from the Department of Public Instruction (https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314_english.pdf)~~ or upon request to the District's Food Service Director or Special Dietary Accommodation Coordinator **[END OF OPTION]**.

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

Disability Accommodation Grievance Procedure

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

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

~~**[Optional Provision – for medical statements not compliant with 7 C.F.R. Part 15b]**~~

Modifications Based on Noncompliant Medical Requests

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

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

[End of Option]

[Optional Provision – Based on preferences with no medical documentation] [DRAFTING NOTE: If the School Board chooses to include this category of modification, it must also choose among the options below.]

Modification Based on Student/Parental Preference

When a request for a special dietary accommodation is not supported by an authorized Medical Statement for Special Dietary Needs or included in a student's IEP or 504 plan, the School District cannot provide modified meals that are not in compliance with USDA Child Nutrition Program requirements. However, the School Board authorizes the following:

A. Fluid Milk Substitution [If Selected Choose One]

1. The School District will have no legal obligation to accommodate a student's or a parent's preference for a fluid milk substitute if there is no Medical Statement for Special Dietary Needs on file requiring such a substitute. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS). **[DRAFTING NOTE: This gives students the ability to decline some of the food options offered as part of the reimbursable meals. For example: 5 components need to be offered and students need to take 3 options. They can decline milk for example, and it is still a reimbursable meal. The intent is to give students a choice and avoid food waste. Schools have the ability whether or not they use OVS.]**
2. The School District will offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

B. Religious Reason [If Selected Choose One]

1. The School District will have no legal obligation to accommodate a student's or parent's request for accommodations based on religious requests. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2. The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.

C. General Dietary Preference [If Selected Choose One]

1. The School District will have no legal obligation to accommodate a student's or parent's general health, nutrition, or food preferences. However, the District will assist the student in choosing a reimbursable meal through offer versus serve (OVS).
2. The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.

[END OF OPTIONS]

IMPLEMENTATION AND DISCONTINUATION

Review

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

Implementation

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

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

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

Student Absence

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

Renewing A Special Dietary Request

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

Discontinuation of a Special Dietary Request

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

Meal Charges

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

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

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

Unpaid Meal Charges

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

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

Bad debt is when local officials have determined that further collection efforts of unpaid meal charges are uncollectable. When this happens, the delinquent debt must be re-classified as bad debt and written off as an operating loss. Since the nonprofit school food service account cannot be used to cover the bad debt, a transfer from the general fund, state or local funds, school or community organizations such as the PTA or from donated funds must be made to cover the total amount⁴⁹

of bad debt. When delinquent debt is converted to bad debt, records of this must be kept in accordance with the records retention requirement in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt will be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Negative Account Balances

[DRAFTING NOTE: USDA regulations allow for local control with respect to permitting negative meal account balances, including prohibiting it altogether. The Wisconsin Department of Public Instruction's current position is that it does not intend to issue model policy language or guidelines concerning this issue. As a practical matter, a hard-line rule prohibiting any negative account balances is not recommended. Rather, permitting some limited negative balances to occur, while placing some restrictions on those situations, is likely the most appropriate. Nonetheless, this first option recognizes that each School District does have the choice to prohibit a negative balance without any exceptions].

[] OPTION #1

No student will be permitted to purchase any meals for which the student does not have sufficient balance in their food service account or sufficient cash on hand to purchase the food items.

Students receiving paid or reduced price lunch who do not have sufficient account balance or cash on hand to purchase a meal () will not be provided an alternate meal () will be provided an alternate meal. **[END OF OPTION]** The Superintendent will, in coordination with the District's food service, assure that any alternate meals that are provided meet the requisite USDA guidelines for alternate meals. The cost of the alternate meal will be added to the delinquent account.

[] OPTION #2

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

Students may be permitted to accumulate negative food service account balance. Students with a negative food service account balance exceeding \$50 will not be allowed to purchase a la carte. e () not to exceed \$_____ () not to exceed an amount equal to one school week of regular meal price **[END OF OPTIONS]**. () Students up to grade 8 will be allowed to incur a negative balance not to exceed \$_____. **[END OF OPTIONAL SENTENCE] [DRAFTING NOTE: The School Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.]** A student () will be () will not be **[END OF OPTION]** permitted to purchase a la carte items without sufficient account balance or cash on hand. () Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring their account current.

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

[] [Option A]

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

[End of Option A]

[] [Option B]

If a student has a significant negative lunch account balance, they will be provided an alternate meal () at a reduced price recommended by the Superintendent and approved by the School Board **[END OF OPTION]**, the cost of which will continue to accrue to a negative lunch account balance, and the student's parent(s) will be contacted to collect the outstanding charges. The alternate meal will be a low cost alternative to the regular reimbursable meal and will meet USDA nutritional standards or the Smart Snacks in Schools Regulations so that it qualifies for reimbursement under the National School Lunch/Breakfast Program.

[End of Option B]

[END OF OPTIONS]

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

[Drafting Note: posting to the website is not sufficient to meet the notice requirement, but could be supplemental]

Nondiscrimination Statement

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

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

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

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	WELLNESS
Code	po8510 - 6/17
Status	
Legal	42 U.S.C. 1751 et seq. 42 U.S.C. 1771 et seq.

8510 - **WELLNESS**

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

Policy Preamble

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

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

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

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

Wellness Policy Leadership

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

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

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

~~()~~ The designated official for oversight of the wellness policy is _____ **[Insert Name/Title]**. ~~()~~ The official will convene the Wellness Committee and lead the review, updating, and evaluation of the policy. **[END OF OPTIONAL PARAGRAPH]**

~~()~~ Each school will designate a site coordinator who will ensure compliance with the policy. **[END OF OPTIONAL PARAGRAPH]**

Required Public Involvement

The Superintendent will obtain the input of District collaborators to participate in the development, implementation, and periodic review and update of the policy. The collaborators may include parents, students, representatives of the school food authority, educational staff (including physical education teachers), school health professionals, School Board members, members of the public, medical/health care professionals, and other school administrators. ~~()~~ School level health advisory or wellness committees may assist in the planning and implementation of these Wellness initiatives. **[END OF OPTION]**

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

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

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

Committee Formation

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

[Option #1]

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

[Option #2]

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

[Option #3]

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

[END OF OPTIONS]

~~()~~ Committee Representatives

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

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

Collaborators may include:

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

Nutrition Standard for All Foods

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

School Meal Programs

Standards and Guidelines for School Meal Programs

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

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

- K. Lunch will be served between _____ **[Insert time; recommended 11am-1pm].**
- L. Menus will be posted on the District website and will include nutrient content.
- M. Menus will be created/reviewed by a Registered Dietitian or other certified nutrition professional.
- N. All school nutrition program directors, managers, and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.
- O. Other: _____

School Meal Program Participation

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

The District:

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

Standards for Foods and Beverages Sold Outside of School Meals

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

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

Foods Offered/Provided but Not Sold

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

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

- C. ~~()~~ All foods and beverages offered on the school campus, including those provided at celebrations, parties, or part of classroom snacks, will adhere to the District standards as established below.
- D. ~~()~~ Food rewards or incentives will not be used in classrooms to encourage student achievement or desirable behavior.
- E. ~~()~~ Celebrations that involve food will be limited to [Insert Number] (e.g. one per month).
- F. ~~()~~ Non-food celebrations will be promoted and a list of ideas is available to staff and family members.
- G. ~~()~~ Other: _____

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

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

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

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

Fund-Raising

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

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

Marketing

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

- A. ~~()~~ Schools ~~will~~ **may** restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message School Boards, scoreSchool Boards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fund-raisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.
- B. ~~()~~ Other: _____

Nutrition Education

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

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

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

Nutrition Promotion

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

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

Physical Activity

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

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

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

Physical Education

- A. ~~(-) A sequential, comprehensive physical education program will be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.~~
- B. ~~(-) The sequential, comprehensive physical education curriculum will provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.~~
- C. ~~(-) Planned instruction in physical education will be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.~~
- D. ~~(-) All District elementary students in each grade will receive at least _____ [Insert Number] minutes of physical education per week throughout the school year.~~
- E. ~~(-) All District elementary students in each grade will have physical education a minimum of three (3) times per week.~~
- F. ~~(-) All District middle school students in each grade will receive at least _____ [Insert Number] minutes of physical education per week throughout the school year.~~
- G. ~~(-) All District middle school students are required to take the equivalent of one (1) academic year of physical education.~~
- H. ~~(-) All District high school students in each grade will receive at least _____ [Insert Number] minutes of physical education per week throughout the school year.~~
- I. ~~(-) All District high school students are required to receive at least 1.5 credits of physical education prior to graduation unless the District allows for the substitution of 0.5 credit per Policy 5460— Graduation Requirements.~~

- J. () Waivers, exemptions, or substitutions for physical education classes are not granted. **[DRAFTING NOTE: Choice of this option must be consistent with Policy 5460 – Graduation Requirements.]**
- K. () Students will be moderately to vigorously active for at least fifty percent (50%) of class time during all physical education class sessions.
- L. () Planned instruction in physical education will promote participation in physical activity outside the regular school day.
- M. () All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), will receive daily physical education for the entire school year, for at least 150 minutes per week for K ____ students and at least 225 minutes per week for students in grades ____-12.

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

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

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

- V. In health education classes, the District will include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.
- W. () Planned instruction in physical education will teach cooperation, fair play, and responsible participation.
- X. () Planned instruction in physical education will meet the needs of all students, including those who are not athletically gifted.
- Y. () Planned instruction in physical education will be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.
- Z. () Planned instruction in physical education will include cooperative as well as competitive games.
- AA. () Planned instruction in physical education will take into account gender and cultural differences.
- AB. () **[other:]** _____

Other Activities That Promote School Wellness

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

- A. () The District will offer _____ **[Insert Number]** family-focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year. 61

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

Staff Wellness

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

- A. ~~()~~ An organized wellness program will be available to all staff.
- B. ~~()~~ Application of Smart Snacks nutritional standards for foods and beverages in vending machines available to staff members.
- C. ~~()~~ Educational activities for school staff members on healthy lifestyle behaviors.
- D. ~~()~~ Distribution of an employee health newsletter to promote healthy behaviors.
- E. ~~()~~ Organization of employee physical activity clubs.
- F. ~~()~~ Establishment of peer support groups for weight management, stress management, tobacco use cessation, family guidance, and other identified issues.
- G. ~~()~~ Administration of flu shots at school.
- H. ~~()~~ Periodic screening at school for blood pressure, blood cholesterol, body mass index, and/or other health indicators.
- I. ~~()~~ Annual administration of individual health risk appraisals to help staff members establish personal health improvement goals.
- J. ~~()~~ Encouragement of staff members to set medical appointments for screening for cancer, heart disease, diabetes, and other diseases.
- K. ~~()~~ The District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom.
- L. ~~()~~ Other: _____

Community Engagement

- A. ~~()~~ The District will work with community partners, including _____ **[Insert list, e.g., hospital, university, county health department, etc.]** to support District wellness.
- B. ~~()~~ The District will offer _____ **[Insert Number]** family focused events supporting health promotion (e.g., health fair, nutrition/physical activity open house) each year.

- C. ~~()~~ The District will inform and invite parents to participate in school sponsored activities throughout the year.
- D. ~~()~~ The District will actively inform families and the public about the content of and any updates to the policy through _____ **[Insert Channels of Communication: website, newsletter, mailing, etc.]**.
- E. ~~()~~ The District will provide information on how the public can participate in the school wellness committee on an annual basis.
- F. ~~()~~ Other: _____

Additional Strategies for Consideration:

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

[] Furthermore, with the objectives of enhancing student health and well being the following guidelines are established:

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

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

~~classroom snacks, from vending machines, for fund raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.~~

G. ~~() The school food service program () may () will involve~~

~~() students,~~

~~() parents,~~

~~() staff,~~

~~() school officials~~

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

H. ~~() Any food items sold () on campus [END OF OPTION] as a fund-raiser will meet the current USDA nutrition guidelines.~~

I. ~~() The school will prepare and distribute to staff, parents, and after school program personnel a list of snack items that comply with the current USDA nutrition guidelines.~~

J. ~~() Each classroom party held during the school day may include no more than one (1) food or beverage that does not meet the current USDA nutrition guidelines.~~

K. ~~() The food service program will be administered by a qualified nutrition professional.~~

L. ~~() The food service program will be administered by a director who is properly qualified, certificated, licensed, or credentialed, according to current professional standards.~~

M. ~~() All food service personnel will receive pre-service training in food service operations.~~

N. ~~() Continuing professional development will be provided for all staff of the food service program.~~

O. ~~() [other:] _____~~

P. ~~() [other:] _____~~

Monitoring and Evaluation - Triennial Assessment

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

[It is recommended that the first option be included or check the second option if the Wellness Committee will complete the evaluation and report to the School Board. Check any others as they apply.]

A. ~~() The District will evaluate compliance with the Wellness Policy no less than once every three years. The assessment will include the extent to which each school is in compliance with the policy, progress towards meeting policy goals, and how the policy compares to a model policy, as established by the USDA. The District will use the Wisconsin Local Wellness Policy Triennial Assessment Report Card to fulfill the triennial assessment requirement. The results of the triennial assessment will be made available to the public.~~

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

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

D. ~~() The District will actively inform families and the public about the content of and any updates to the policy through _____ [Insert channels of communication such as District/school website, newsletters, mailings, etc.].~~

~~[Option Two: Choose one of the following options only if annual reviews of the Wellness Policy will be conducted.]~~ 64

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

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

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

Update/Inform the Public

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

~~[]~~ The Superintendent will be responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent will

- ~~()~~ distribute information at the beginning of the school year to families of school children,
- ~~()~~ include information in the student handbook,
- ~~()~~ _____,
- ~~()~~ _____.

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

Record Retention

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

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

Nondiscrimination Statement

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

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

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

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov.

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Book Neola Policy Templates for Processing
 Section 8000 Operations Templates
 Title FREE AND REDUCED-PRICE MEALS
 Code po8531 - 6/21
 Status
 Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.
 42 U.S.C. 1771 et seq.
 7 C.F.R. Part 245

8531 - FREE AND REDUCED-PRICE MEALS

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

The School Board shall provide eligible children with ~~()~~ breakfast and ~~[END OF OPTION]~~ lunch at a reduced rate or at no charge to the student, as well as free milk for qualifying students.

If the District participates in the Wisconsin School Day Milk Program, qualifying student shall receive milk at no charge.

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

The School Board designates the

~~()~~ Superintendent

~~()~~ _____

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

At least once annually at the beginning of each school year, the school shall notify all families of the availability, eligibility requirements, and application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation.

~~()~~ The District shall seek out and apply for such Federal, State, and local funds as may be applied to the District's program of free and reduced-price meals.

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

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

- A. the District shall not publish or otherwise publicize names of children receiving free or reduced meals or milk;

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

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

If the District has received approval to extend free meals to all students in one (1) or more of the District's schools through the Community Eligibility Provision (CEP), such participation in CEP means that all students attending those qualifying schools receive free meal service on an equal basis, and that no individual household applications may be collected. If any school is found in any fourth year of CEP to have an identified student percentage less than twenty-five percent (25%) but more than fifteen percent (15%), the ~~[] Superintendent []~~ Food Service Director ~~[END OF OPTIONS]~~ shall notify DPI and request an additional year of CEP eligibility through a grace year.

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

Nondiscrimination Statement

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

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

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

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

1. Mail:
 U.S. Department of Agriculture
 Office of the Assistant Secretary for Civil Rights
 1400 Independence Avenue, SW
 Washington, D.C. 20250-9410; or
2. Fax:
 (833) 256-1665 or (202) 690-7442; or
3. E-mail:
 program.intake@usda.gov.

This institution is an equal opportunity provider.



Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	TRANSPORTATION
Code	po8600
Status	
Legal	120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats. Wis. Admin. Code Trans 300.81

8600 - TRANSPORTATION

It is the policy of the **School** Board to provide transportation for those students, of any age, whose distance from their school makes this service necessary within the limitations established by State law and the regulations of the Department of Public Instruction or other appropriate agency.

School buses and student-transportation vehicles will be purchased, housed, and maintained by the District ~~() or the District will contract for transportation services in accordance with Policy 8680 – Transportation Services Contracts [END OF OPTION]~~ for the transportation of resident students between their home areas and the schools of the District to which they are assigned. In accordance with State law, the District will not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation’s regulations.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted ~~() for as provided in Policy 8680 – Transportation Services Contracts [END OF OPTION]~~ will comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District will be licensed for the purpose for which the vehicle is being used and will operate the vehicles in accordance with Federal and State laws.

Transportation for private school students, eligible for transportation under State law, will be provided on the same basis as for District students.

For the purposes of this policy, the term “student with a disability” refers to a student who qualifies for special education under the Individuals with Disabilities Education Act (IDEA). In addition to transportation provided routinely to all students, some students with disabilities require transportation (often called “specialized transportation”) as a related service as part of their individualized education program (IEP). Students with disabilities are entitled to transportation as a related service only if the IEP team has determined that transportation is necessary for the student to benefit from special education. Outside of IEP team determinations about specialized transportation, State and local officials set most transportation policies and procedures.

Transportation must be viewed as a way to include students with disabilities with their nondisabled peers. In general, transportation for students with disabilities should occur in the same manner as for their peers. This may be especially important for students with disabilities who have limited opportunities during the school day to interact with their nondisabled peers. Safety issues must also be taken into consideration when determining appropriate transportation arrangements.

Transportation of eligible students with exceptional educational needs or attending a technical education program will be arranged through the use of District-owned vehicles, through cooperation with other districts, through commercial carriers, and/or by other means in the most efficient and economical manner.

Transportation privileges may be revoked if the student's conduct is in violation of the Superintendent's administrative guidelines or the Code of Conduct pertaining to student transportation. Such revocation will be in accord with statutorily-required procedures.

[] Nonroutine Use of School Buses

The **School** Board may permit the school buses owned or leased by this District to be used for purposes other than regularly scheduled routes to and from school in accordance with legal requirements, provided such trips do not interfere with routine school transportation services.

Vehicles must be operated when possible by an employee of this District, or otherwise by a qualified individual approved by the Superintendent. The cost of transportation will be reimbursed to the Board ~~() based on the actual cost to the District of the school bus usage () in accordance with a formula established in the District's administrative guidelines~~ **[END OF OPTIONS]**.

~~[] The Superintendent will develop administrative guidelines which should include provision for insurance coverage and the requirement that for each school bus trip involving school-age passengers chaperones will be used to assist the staff member(s) in maintaining passenger control and in enforcing procedures for the safety of all passengers.~~

[] Surveillance on School Buses

~~**[DRAFTING NOTE: Whether posted notice of audio surveillance in a school facility is sufficient to establish consent is not a clearly settled legal concept in Wisconsin. However, there is express regulatory authority for the use of audio surveillance on school buses.]**~~

~~[] The **School** Board authorizes the Superintendent to install and operate video-() and audio **[END OF OPTION]** surveillance on District buses to enhance student safety and well-being.~~

~~() Any agreement with a transportation contractor for the provision of transportation services for the District will have language regarding the use of video () and audio **[END OF OPTION]** surveillance on all school buses **[END OF OPTION]**~~

~~It is strongly recommended that the District provide notification to parents regarding video () and audio **[END OF OPTION]** on District buses.~~

~~[] The District's process for signing up for transportation services will include notice of the policies regarding student behavior and conduct expectations and regarding surveillance technology on the buses, if applicable. **[END OF OPTION]**~~

District-Owned Vehicles Used for Transporting Students

All drivers of motor vehicles owned by the District and used for transportation of students will be under written contract with the **School** Board as required by 121.52, Wis. Stats.

All operators of motor vehicles owned by the District and used for transportation of students will be subject to the provisions of 121.555, Wis. Stats. and may be subject to the District's employee drug testing policy in accordance with Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po8601 -6/17
Status	
Legal	49 C.F.R. 382.101 et seq.

8601 - CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS

Purpose

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the school vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with District vehicles, must be mentally and physically alert at all times while on duty. In addition, the School Board recognizes that a drug-free and alcohol-free school and work environment is vital to workplace and school safety and to the quality of the District’s educational services.

To that end, the School Board has established this policy, which includes an alcohol and controlled substances testing program. The School Board expects all drivers to comply with School Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace which prohibits the possession, use, sale, or distribution of alcohol and any controlled substance on school property at all times.

Further, the School Board concurs with the Federal requirement that all drivers should be free of any influence of alcohol or controlled substances while on duty. Therefore, participation in the alcohol and controlled substances testing program is a condition of employment for all drivers.

Covered Employees

This policy covers all commercial driver's license (CDL) holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty. (↔) The policy also applies to other staff members who drive students in District vehicles or inspect, service, or condition District vehicles. The District views these as "safety-sensitive" functions. **[END OF OPTION]**

Definitions

For purposes of this policy and the guidelines associated with the policy, the following definitions will apply:

- A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.
- B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such

use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and/or phencyclidine (PCP).

- C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.
- D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.
- F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

The Superintendent will establish a drug and alcohol testing program whereby each driver is tested for the presence of alcohol in his/her system as well as for the presence of the following controlled substances:

- A. Marijuana
- B. Cocaine
- C. Opioids
- D. Amphetamines
- E. Phencyclidine (PCP)

The alcohol and controlled substances tests are to be conducted in accordance with Federal and State regulations:

- A. prior to employment (Controlled Substances only);
- B. reasonable suspicion;
- C. upon return to duty after any alcohol or drug rehabilitation;
- D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

In addition, Department of Transportation regulations require that drivers submit to post-accident testing for drugs and alcohol under the following circumstances:

1. when the driver is involved in an accident involving the loss of a human life, regardless of who was at fault;
or
 2. when the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.
- E. on a random basis; and
 - F. on a follow-up basis.

Any staff member who tests positive as defined in the guidelines will be:

- A. ~~(→) immediately prohibited from driving any District vehicle or conducting a safety-sensitive function;~~
- B. ~~(→) evaluated by a substance abuse professional;~~
- C. ~~(→) provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;~~
- D. ~~(→) subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.~~

No staff member who has tested positive for alcohol or a controlled substance may be returned to a safety-sensitive position without having been evaluated by a qualified substance abuse professional (SAP), completed any required treatment program, and passed a retest.

Prior to the beginning of the testing program, the District will provide a training for all employees, including Drivers and their supervisors about:

- A. the dangers and adverse effects of drug and alcohol use;
- B. indicators of probable alcohol misuse and controlled substance abuse;
- C. School Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace and Policy 3161/Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty;
- D. the sanctions that may be imposed for violations of Policy 3122.01/Policy 4122.01 - Drug-Free Workplace.

The Superintendent will arrange for periodic retraining of supervisors and staff members as necessary. The Superintendent will provide a copy of this policy and testing guidelines to all drivers and will include available resources to assist employees with problems related to the use of alcohol and controlled substances.

~~The Superintendent will submit, for School Board approval, a contract with a certified laboratory to provide the following services:~~

- A. ~~testing of all first and second test urine samples;~~
- B. ~~clear and consistent communication with the District's Medical Review Officer (MRO);~~
- C. ~~methodology and procedures for conducting random tests for controlled substances and alcohol;~~
- D. ~~preparation and submission of all required reports to the District, the MRO, and to Federal and State governments.~~

The Superintendent will also select the agency or persons who will conduct the alcohol breathalyzer tests, the District's MRO, and the drug collection site(s) in accordance with the requirements of the law.

Return-to-Duty (Safety Sensitive Positions)

Employees who are removed from performing safety-sensitive functions as a result of this policy must take and pass a return-to-duty test before returning to performing safety-sensitive functions. The return-to-duty test will not occur until after a Substance Abuse Professional (SAP) has determined that the employee has successfully complied with prescribed education and/or treatment. The employee must have a negative drug test result and/or an alcohol test with an alcohol concentration of less than 0.02 before resuming performance of safety-sensitive duties.

Subject to any legal requirements, employees who are eligible to return to performing safety-sensitive functions may not do so without the approval of the Superintendent.



Book Neola Policy Templates for Processing
 Section 8000 Operations Templates
 Title USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE DISTRICT-OWNED OR OPERATED VEHICLES
 Code po8605 - 6/17
 Status
 Legal 49 C.F.R. 392.82
 49 C.F.R. 392.80

8605 - USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE ~~BOARD~~DISTRICT-OWNED OR OPERATED VEHICLES

Personal communication devices ("PCDs"), including PCDs equipped with earpieces, earbuds, headsets, and/or Bluetooth, shall not be used for sending or reading text messages, or sending or reading e-mails or any other data, anytime the operator is actively driving a District school bus or other ~~Board~~District-owned vehicle during the course of employment, with or without students on board. No driver may use a handheld mobile telephone anytime, except for direction navigation purposes, while operating a ~~(-) Board owned vehicle (-) Board~~District-owned vehicle for which a CDL is required ~~[END OF OPTIONS]~~, including any time where the vehicle is in operation even if temporarily stopped due to traffic or traffic control situation, provided such directions are inputted into the device while the vehicle is not being operated, or to communicate with law enforcement or other emergency services if necessary.

For purposes of this policy, electronic PCDs include, but are not limited to, cellular and wireless telephones, pagers/beepers, personal digital assistants (PDAs), Blackberries/Smartphones, any text-messaging device, and other WI-FI-enabled or broadband access devices, including computers, but does not include Citizens Band Radio or other two-way device which is installed in the vehicle and communicates directly with District transportation officials and other District vehicles only.

~~[]~~The mobile radio installed on all District school buses will be the primary communication system for District school bus operators. If the mobile bus radio fails, and the school bus operator's responsibility for the safety and health of the students being transported makes it necessary for the school bus driver to use a PCD while performing bus-operating duties, the school bus operator will depart the roadway, stop the bus in a safe area, and then use the PCD. Before using the PCD to send or receive a text message, the school bus or school vehicle operator must move the vehicle outside all lanes of travel and ensure that the vehicle is in a stationary position by placing the vehicle's transmission in park, or turning off the vehicle's engine, and setting the emergency brake.

OR

~~[] Safety is always the priority while driving a school bus or other vehicle in the course of employment. Any deviation to the above policy will result in disciplinary action as set forth in Board policy, including termination from employment.~~

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Book Neola Policy Templates for Processing
 Section 8000 Operations Templates
 Title TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS
 Code po8660 - 6/17
 Status
 Legal 121.52, 121.53, Wis. Stats.

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

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

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

[] OPTION 1

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

END OF OPTION 1]

[] OPTION 2

~~The School Board authorizes the transportation by private vehicle of students of the District in a vehicle transporting nine (9) or fewer passengers in addition to the operator unless emergency permission to use a larger capacity vehicle is obtained in writing from the Wisconsin Department of Transportation.~~

~~Any transportation of students in a private vehicle must be approved in advance and in writing by the _____ () in accordance with the District Administrator's administrative guidelines **[END OF OPTION]**.~~

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

~~A person may be approved for the transportation of students in a private vehicle if the person is~~

- ~~() an employee of this School Board,~~
- ~~() an approved volunteer,~~
- ~~() the parent of a student enrolled in this District.~~

~~An approved driver must be the holder of a currently valid license to operate a motor vehicle in the State of Wisconsin and be at least **[SELECT ONE OPTION]** () eighteen (18) years of age. () twenty one (21) years of age. () _____ **[END OF OPTIONS]** An approved driver must also be physically capable of operating~~

~~a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the School Board upon proof of a modified vehicle and Department of Transportation driving test completion, and has signed the form provided by the District.~~

~~[] Any person otherwise qualified to transport students will agree not to carry a concealed weapon while transporting students, other than the person's own children, even if they are a holder of a concealed carry permit. This does not apply to law enforcement personnel. **[END OF OPTIONAL PARAGRAPH]** **[DRAFTING NOTE: Be sure that selection of this option is consistent with Policy 7217 – Weapons.]**~~

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

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

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

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

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

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Book Neola Policy Templates for Processing
 Section 8000 Operations Templates
 Title LACTATING EMPLOYEES
 Code po8700
 Status
 Legal 29 U.S.C. 218d

8700 - LACTATING EMPLOYEES

The School Board supports staff members who choose to express breast milk. When any staff member has notified their supervisor of the staff member’s intent to express breast milk during the workday, the ~~[] Principal [] Superintendent []~~ Director of Human Resources [End of Options] will make necessary arrangements to provide the following:

- A. an appropriate location that is suitable for expressing breast milk;

The location must be shielded from view and not accessible during usage by any other person. The location provided may not be a bathroom.

- B. a reasonable amount of time to complete the activity based on an established schedule of frequency the staff member requires. The staff member is responsible for providing a schedule of frequency and for completing the process efficiently.

Additional requests from a covered employee for assistance in developing procedures for the employee's need to express breast milk under this policy should be addressed to a building administrator. Reasonable efforts will be made to facilitate full access to the benefits of this policy.

~~A participating employee must record time spent expressing breast milk at work [] which will be recorded as unpaid time, unless the employee also performs work related responsibilities during this time [END OF OPTION]. [Drafting Note: the law does not require employers to pay employees during time provided to express breast milk unless it would otherwise pay an employee for the same amount of break time for other reasons. This applies to both exempt and non-exempt employees such that a School Board may determine that it is easier to consider break time under this policy as compensable time and under Wisconsin law, exempt employees may be entitled to compensation even while taking advantage of these benefits. If the District wishes to establish unpaid break times, it should consult the District's legal counsel.]~~ Any staff member who opts to express breast milk is entitled to the benefits of this policy.

Any staff member who has provided notice of the need to express breast milk at work and has complied with the responsibilities of doing so in this policy is eligible to do so for up to ~~()~~ one (1) calendar year ~~[minimum required by law] ()~~ [END OF OPTION] from the birth of the child. ~~[Drafting Note: The law requires one year, but some professional medical organizations recommend supplementing solid foods with breastmilk until the age of 2.]~~

No staff member who requires break time to express breast milk consistent with this policy will be subjected to retaliation or any form of adverse treatment for doing so.

Any staff member who feels they have been denied adequate protections or feels they have been retaliated against or otherwise treated unfairly as a result of availing themselves of the rights described in this policy will report such concerns to the Superintendent. Any such report will specify the alleged deficiency and desired resolution so that the Superintendent may provide an appropriate resolution, within ten (10) calendar days of the report.

The benefits described in this policy will be administered concurrently with other benefits, such as Family Medical Leave Act (FMLA) rights.

~~This policy does not apply to students. Any student who is expressing breast milk following the birth of a child should contact () the Pupil Services Director () Principal () _____ [END OF OPTION] to discuss arrangements to enable the student to do so.~~

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	RELIGIOUS ACTIVITIES AND OBSERVANCES
Code	po8800 - 6/17
Status	
Legal	118.06(2), Wis. Stats. 20 U.S.C. 4071 et seq.

8800 - **RELIGIOUS ACTIVITIES AND OBSERVANCES**

The School Board acknowledges that the U.S. Constitution prohibits it from adopting any policy or rule promoting or establishing a religion or any policy that unlawfully restricts any person's free exercise of the individual right to worship enjoyed by all persons. Within the confines to this legal framework, the School Board adopts the following policy to address the scope of these rights and the District's authority within its own facilities or during events.

As public employees, while on duty and acting within the scope of employment or pursuant to official duties, District staff members will not use prayer, religious readings, or religious symbols as a devotional exercise or in an act of worship or celebration. Staff are expected to avoid circumstances where the staff member's expression of religious views could be reasonably construed as an endorsement or approval of the message by the school or District. Nothing in this policy or its application will serve to prohibit or interfere with any staff member's free exercise of their religious views in circumstances not covered by this policy.

Nothing in this policy prohibits teaching about various religions and religious practices in a manner consistent with any adopted District course curriculum. This instruction may include discussion of religious holidays and customs in a manner related to the curriculum that does not give the appearance of an endorsement of one religion over other religions or favoring either a system or religious beliefs or of other beliefs, such as atheism or agnosticism. Observance of religious holidays through devotional exercises or acts of worship is also prohibited.

Distribution of any outside organization's materials, including a request by any person wishing to facilitate dissemination of materials on District property, may make a request in accordance with Policy 9700 - Relations with Non-School Affiliated Groups and ~~AG 9700A - Distribution of Materials to Students~~.

Students are not prohibited by this policy or any guideline promulgated pursuant to this policy, from engaging in the free, individual, and voluntary exercise or expression of the student's religious beliefs. However, such exercise or expression may be limited to lunch periods or other non-instructional time periods when students are free to associate, or on an individual basis in a manner that does not disrupt the educational process.

Celebration activities involving nonreligious decorations and use of secular works are permitted, but it is the responsibility of all faculty members to ensure that such activities are strictly voluntary, do not place an atmosphere of social compulsion or ostracism on groups or individuals, and do not interfere with the regular school program.

The School Board will not conduct or sanction a baccalaureate service in conjunction with graduation ceremonies.

The School Board will not include religious invocations, benedictions, or formal prayer at any school-sponsored event.



Book Neola Policy Templates for Processing
Section 8000 Operations Templates
Title PATRIOTIC ACTIVITIES AND OBSERVANCES
Code po8802 - 6/17
Status
Legal 118.06, Wis. Stats.

8802 - PATRIOTIC ACTIVITIES AND OBSERVANCES

In accordance with the U.S. Flag Code requirements, the flag of the United States will be raised above each school and/or at other appropriate places during all school sessions.

Professional staff members are authorized to lead students in the Pledge of Allegiance or the National Anthem at an appropriate time each school day. No student may be compelled against the student’s objections or those of the student’s parents to recite the Pledge or sing the National Anthem.

Every school in the District will offer the Pledge of Allegiance or the National Anthem each school day in grades one (1) through twelve (12). District staff conducting these activities will protect the rights and the privacy of a nonparticipating student.

~~[-]~~ The District may offer students and staff a Moment of Silence to commemorate a significant event that has significant impact on the community. The decision to offer a moment of silence will be the building principal's and/or the Superintendent's decision. No moment of silence will be described by school officials with reference to religious symbolism or activity. ~~[END OF OPTION]~~

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po8913 - DL DONE 4/29/26
Status	
Legal	29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1630 34 C.F.R. Part 104

8913 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The School Board prohibits discrimination against any employee or applicant based upon their disability. As such, the School Board will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions, and privileges of employment. The School Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the School Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community means students, District employees (i.e., administrators, ~~and~~ professional, and support staff), and School Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal, and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The School Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who believes they are being regarded as having a disability. Employees requesting reasonable accommodation must cooperate with school officials in obtaining specific medical opinion that identifies the precise limitations resulting from the disability and potential reasonable accommodations that could overcome those limitations.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The School Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

[DRAFTING NOTE: Neola suggests the School Board appoint both a male and a female CO in order to provide complainants with the option to report their concerns to an individual of the gender with which they feel most comfortable. Additionally, by appointing two (2) COs, there should always be a CO available to investigate a claim that pertains to the other CO, as appropriate.]

{Name}

{School District Title}

{Telephone Number}

{Office Address}

{E-mail Address}

Mark Inouye
Director of Student Services/Title IX ~~Coordinator~~ Compliance Officer- Students
715-425-1800
852 E. Division Street
River Falls, WI 54022
mark.inouye@rfsd.k12.wi.us

{Name}

{School District Title}

{Telephone Number}

{Office Address}

{E-mail Address}

Nate Schurman
Director of Human Resources and Leadership Development/Title IX ~~Coordinator~~ Compliance Officer- Staff
715-425-1800
852 E. Division Street
River Falls, WI 54022
nate.schurman@rfsd.k12.wi.us

Lynette Coy
Director of Finance and Facilities/Alternate Anti-Harassment Compliance Officer
715-425-1800
852 E. Division Street
River Falls, WI 54022
lynette.coy@rfsd.k12.wi.us

The name(s), title(s), and contact information of this/these individual(s) will be published annually:

- A. on the School District's website.
- B. ~~()~~ in the staff handbooks.
- C. ~~()~~ in the School District Annual Report to the public.

D. ~~() on each individual school's website.~~

E. ~~() in the School District's calendar~~

F. ~~() _____.~~

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the **School** Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the Superintendent or a School Board member shall be referred to the **School** Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the Superintendent, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The School Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that they have been discriminated against on the basis of their disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint should be filed within thirty (30) days of the circumstances or event giving rise to the complaint.
- C. The CO will conduct an independent investigation of the matter. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint as soon as practicable relative to the ability to complete a thorough investigation but within sixty (60) days. If no decision is rendered within sixty (60) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the Superintendent. The CO shall maintain the District's files and records relating to the complaint.
- D. The Superintendent will, within ten (10) days of receiving the written appeal, conduct a meeting with all parties involved in an attempt to resolve the complaint.

The Superintendent will render their decision within ten (10) days of the meeting.

- E. The employee may be represented, at their own cost, at any of the above-described meetings.

F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

Directives During Investigation

The CO may recommend to the Superintendent placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the Superintendent is the Respondent, the CO shall make such a recommendation to the Board. For example, administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation may be required to answer questions that could also involve criminal investigation or sanctions, including the existence of a co-occurring law enforcement investigation are still required to answer questions concerning the District investigation, but are entitled to do so without waiving their Constitutional right against self-incrimination that applies during a criminal investigation. Such investigations still require that an employee answer questions truthfully and honestly and refusal to answer may result in discipline up to and including termination. As appropriate, employees should be advised of this right, through what is often referred to as a "Garrity Warning". The Garrity Warning informs the employee that the employee is required to respond to questions posed during the investigation and that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. ~~(See Form 8913-F1 - Garrity Warning)~~

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

OCR Complaint

At any time, if an employee believes that they have been subjected to discrimination based upon their disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The School Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure⁸⁷ no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The School Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the School Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other School Board policies.

Where the School Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the School Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the School Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the School Board promotes preventative educational measures to create greater awareness of discriminatory practices. The Superintendent shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content-appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the School Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;

- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the School Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy. **[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]**

[DRAFTING NOTE: The following options should be selected if the District concludes that the following items are not adequately encompassed in the preceding paragraphs.]

- O. ~~() documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;~~
- P. ~~() copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;~~
- Q. ~~() copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;~~
- R. ~~() copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.~~

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315 - Information Management) created or received as part of an investigation shall be retained in accordance with Policy 8310 - Public Records, Policy 8315 - Information Management, Policy 8320 - Personnel Records, and Policy 8330 - Student Records for not less than three (3) years and longer if required by the District's records retention schedule.



Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	Copy of USE OF SOCIAL MEDIA
Code	po7544 - Under 2025 WI Act 89 (Wis. Stat. 118.07(7)), these changes are required by law to define "appropriate content" for digital communication and to address staff-student interactions.
Status	
Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

7544 - USE OF SOCIAL MEDIA

Technology is a powerful tool to enhance education, communication, and learning, and it is most effective when its use is purposefully monitored and anchored to specific educational goals.

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

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

The Superintendent is charged with designating the District-approved social media communication platforms/sites, which all Board members, staff, and coaches/advisors are required to use when communicating via social media with each other and/or with students.

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

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

The District uses approved social media platforms/sites as interactive forms of communication. The District-approved social media platforms/sites are considered limited public forums. District authorized personnel may reply to comments asking direct questions with regard to dates, places, or times of District or building level events and/or programs, but will not respond to or engage in dialogue about any other comments received.

The Superintendent shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post information or announcements to a District social media platform, the staff 91

member may request that the Superintendent or Director of Communication Education and Communications approve and post such information.

Social Media for Instructional and School-Sponsored Activities

Staff (may, with prior approval/authorization from the Principal, Superintendent, or Director of Community Education and Communications) use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

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

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

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

Retention of Public/Student Records

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

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

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

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

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

This policy will be reviewed and updated as necessary.



Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	Copy of VOLUNTEERS
Code	po8120 - Under 2025 Act 89 (Wis. Stat. 118.07(7)), these changes are required by law to define "appropriate content" for digital communications, providing that volunteer interactions remain professional and school-related.
Status	
Legal	120.20, Wis. Stats.

8120 - **VOLUNTEERS**

The School Board recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities.

The Superintendent will be responsible for recruiting community volunteers, reviewing their capabilities, and making appropriate placements. The Superintendent will not be obligated to make use of volunteers whose abilities are not in accord with District needs.

[DRAFTING NOTE: The statute (118.07(07), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

(-) Volunteers do not have access to district communication tools/platforms and therefore should communicate with the appropriate staff member who will communicate with students.

~~When using PCDs to communicate with student(s), volunteers must use District approved communication platforms:~~

~~The approved communication platform(s) is/are:~~

- ~~A. (-) District email/messaging;~~
- ~~B. (-) District approved social media platform(s) _____ (see also Policy 7544 Use of Social Media);~~
- ~~C. (-) Other _____ [END OF OPTION].~~

~~[] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

~~When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:~~

- A. ~~() Instructional communication (assignments, coursework, academic support);~~
- B. ~~() School related activities (clubs, athletics, events, field trips, rehearsals);~~
- C. ~~() Scheduling or logistical information related to classes or school programs;~~
- D. ~~() Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,~~
- E. ~~() Safety or emergency communication when necessary;~~
- F. ~~() Other _____.~~

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. (See Policy 3213/4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

School Board members and any other individuals who volunteer to work in the schools must submit to a criminal history records and background check before being allowed to participate in any activity or program.

Any person who volunteers to work with the District will be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

Any volunteer who works with or has access to students will be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

A School Board member may serve as a volunteer coach or supervisor of an extra-curricular activity if the provisions of 120.20, Wis. Stats., and this policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

A School Board member may serve as a volunteer bus driver for the District if the provisions of 120.20, Wis. Stats., and the policy are satisfied. (See also Bylaw 0144.3 - Conflict of Interest)

A volunteer who transports students in a private vehicle for school-sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

Each volunteer:

- A. will agree to abide by all School Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers' compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;
- D. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.
- E. will maintain the confidentiality of all student data and personally identifiable information to which they are exposed to as a volunteer, in accordance with the Family Educational Rights and Privacy Act (FERPA) and state law.

The Superintendent will be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteers' requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.



Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	PUBLIC RECORDS
Code	po8310-6/10
Status	
Legal	19.21, Wis. Stats. 19.31-39, Wis. Stats. 19.42, Wis. Stats. 118.125, Wis. Stats. 120.13(12), Wis. Stats.

8310 - PUBLIC RECORDS

In accordance with applicable state laws and School Board policy, the School Board will allow persons to have access to district records. The Superintendent is designated as the legal custodian of records for the district. The legal custodian will safely keep and preserve records of the district and will have full legal power to render decisions and carry out duties related to those public records maintained by the district.

The legal custodian may deny access to records only in accordance with the law. The legal custodian is authorized and encouraged to consult with the district’s legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the school district administrative offices.

A public records notice will be displayed in designated locations throughout the District and procedures shall be developed to implement this policy.

PROCEDURES FOR ACCESS TO PUBLIC RECORDS

In general, access and inspection of school public records shall be in conformity with the provisions of Wisconsin Statutes, Chapter 19, Subchapter II, “Public Records and Property.”

DESIGNATION OF PUBLIC RECORDS. All records which are subject to and are included in the definition at §19.32(2), Wis. Stat., are public records and documents subject to inspection and reproduction as required by law.

“Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by the District. Record includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), optical disks, and any other medium on which electronically generated or stored data is recorded or preserved.

“Record” does not include:

Drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working;

Materials which are purely the personal property of the custodian and have no relation to his or her office;

Materials to which access is limited by copyright, patent or bequest; and

Published materials in the possession of the District which are available for sale, or which are available for inspection in a public library.

In accord with §19.36(4), Wis. Stat., computer programs are not subject to inspection or copying; however, material used for input or produced as a product of a computer program is, subject to §§19.35 and 19.36, Wis. Stat., to be made available.

DESIGNATION OF THE LEGAL CUSTODIAN OF THE RECORDS OF THE DISTRICT.

The Superintendent is the designated custodian of school district records ("legal custodian"). This includes records of the School Board and any committees, commission, boards, or other authorities created by resolution of the School Board. Since records are kept at different locations, the Superintendent can delegate to other school officials responsibility for maintenance of such records and authority to provide a requester access to those records.

The District will provide the name of the legal custodian and a description of his or her duties to all employees of the District who are entrusted with records subject to the legal custodian's supervision.

As the legal custodian of the records of the District, the Superintendent will be responsible for a timely response to any request for access to the public records of the District. The legal custodian will be responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location, reproduction, and/or mailing or shipping of such records, as well as for the preparation of written statements denying access in whole or in part.

POWERS OF THE LEGAL CUSTODIAN OF THE RECORDS OF THE DISTRICT.

All requests for the release, inspection and/or reproduction of the public records of the District will be directed or referred to the District's legal custodian. The legal custodian is vested with full legal power to make all necessary decisions relative to the withholding of or release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law [§19.31-19.39, Wis. Stat.] or this policy.

PROCEDURE FOR THE RELEASE, INSPECTION AND REPRODUCTION OF RECORDS AND PROPERTY OF THE DISTRICT.

The policy of the District regarding the inspection and/or reproduction of records is as follows:

After receipt of an oral request for access to records, the legal custodian will either fill the request or deny it as soon as is practicable and without delay.

After receipt of a written request for access to records, the legal custodian will either fill the request or deny it will attempt to make such records available as soon thereafter as practicable and without delay.

If a written request is denied, it will be denied in writing. If after an oral request is denied the requester asks for a written statement of reasons within five (5) business days of the original request, the legal custodian will provide such a statement.

Written denials will set forth a detailed statement of the reasons for denying the request and inform the requester that if the request was made in writing, the determination is subject to review by mandamus under Wis. Stat. §19.37(1) or upon application to the attorney general or a district attorney.

If any of the requested records are necessary for the day-to-day operation of the District, the legal custodian may arrange for the records to be inspected after normal working hours.

Because of the requirement at law that many of the records of the District, or portions thereof, are deemed to be exempt from disclosure, the legal custodian may, in his/her discretion, request that an oral request for access to records be reduced to writing to facilitate a prompt and appropriate response in either granting or denying access, or granting partial access to the records in question.

It is not necessary that any person requesting access to the records of the District identify him or herself in order to inspect or obtain a copy of a record, nor is it necessary that any person requesting access to the records of the District state any reason for his or her request. In the event, however, that a requester seeks access to records as to which state or federal law or regulations require identification, acceptable identification will be produced before such access is permitted.

Each request for a record must reasonably describe the record or information sought. If due to an unreasonable limitation as to length of time or subject matter contained in a request the legal custodian cannot reasonably determine what record(s) or information are being requested, the request will be denied in writing and the reason for the denial will be stated in the written denial.

Except as otherwise limited by law, any person will have not only the right to inspect the records of the District, but also the right to receive a reproduction of such records. At the time of a request to inspect or reproduce any of the records of the District, or no later than in a written response to such a request, the requester will be informed of the costs of locating and/or reproducing such records. Fees charged by the District relative to the costs of producing any of the records of the District will be established in its fee schedule, a copy of which will be attached to or included in the Public Records Notice.

PUBLIC RECORDS NOTICE.

Pursuant to §19.34(1), Wis. Stat., the District has adopted the attached Notice for the guidance of the public in requesting the release, inspection or reproduction of the records of the District. Any questions in regard to this Notice will be directed to the Superintendent.

Copies of the Notice will be prominently displayed in appropriate locations throughout the District and a copy of the Notice will be made available to any member of the public upon a request for inspection or reproduction.

FEE SCHEDULE REGARDING THE COSTS FOR THE LOCATION AND/OR REPRODUCTION OF THE RECORDS AND PROPERTY OF THE DISTRICT. Any notice will include a fee schedule in accord with §19.35(3), Wis. Stat., to cover the actual costs relating to the location, reproduction, and mailing or shipping of any of the records of the District. It is intended that this fee schedule will cover the payment of the actual, necessary and direct costs incurred in locating a document, in providing any person with a reproduction of any of the records of the District and in sending the same to the requestor. This schedule will be reviewed and adjusted as the need arises. Exceptions to the fee schedule may be considered by the Superintendent. The fee schedule will be posted with the public records notice described above.

RECORD PRESERVATION. The records of the District will be retained and preserved by the legal custodian as required by all applicable laws and District policy. No record of the District which is the subject of a record request will be destroyed before either: (1) the requests for access and/or reproduction has been fulfilled; or (2) at least sixty (60) days have passed since the request was denied in writing, (ninety (90) days if the requester is committed or incarcerated in prison). In addition, no record which is the subject of a §§19.37 or 19.356, Wis. Stat. court proceeding will be destroyed until such time as when all appeal rights have been exhausted or the record produced, whichever occurs first.

SEPARATION OF INFORMATION. If a record contains information which may not be made public, the legal custodian will separate from it such information as may be made public and make the latter available for inspection and reproduction.

LIMITATIONS ON ACCESS. The legal custodian will be guided by state and federal law, including §19.36, Wis. Stat. and Wisconsin common law in deciding whether or not to withhold certain records from public inspection.

Access to records, including records made of executive sessions, will be denied as required by state and federal law.

Pursuant to Wis. Stat. §118.125 and 20 U.S.C. §1232, pupil records will be confidential and disclosed only as authorized by law. [See 347-Rule, Procedures for the Maintenance and Confidentiality of Student Records].

The legal custodian will evaluate each request for access to a public record individually based on the competing interests involved and determine whether permitting inspection would result in harm to the public interest that outweighs the legislative policy recognizing the public interest in allowing inspection.

NON-EMPLOYEE ACCESS TO PERSONNEL RECORDS. The legal custodian will permit non-employee access to personnel records pursuant to Wis. Stats. §19.32(1), § 19.36 and § 19.356, as summarized below.

Definitions.

Employee means any individual who is employed by the District, other than an individual holding local public office or a state public office, or any individual who is employed by an employer other than the District.

Local Public Office includes the following positions: Superintendent, Director of Human Resources, Director of Academic Services, Director of Finance, Building Principals, Assistant Principals, Transportation Supervisor and members of the School Board.

The following employee personnel records are not subject to release:

Information maintained, prepared, or provided by an employer concerning the home address, home electronic mail address, home telephone number, or social security number of an employee, unless the employee authorizes the authority to provide access to such information.

Information relating to the current investigation of a possible criminal offense or possible misconduct connected with employment by an employee prior to disposition of the investigation.

Information pertaining to an employee's employment examination, except an examination score if access to that score is not otherwise prohibited.

Information relating to one or more specific employees that is used by an authority or by the employer of the employees for staff management planning, including performance evaluations, judgments, or recommendations concerning future salary adjustments or other wage treatments, management bonus plans, promotions, job assignments, letters of reference, or other comments or ratings relating to employees.

The following local public official personnel records are not subject to release:

Home address, home electronic mail address, home telephone number, or social security number.

This does not apply to the home address of an individual who holds an elective public office or to the home address of an individual who, as a condition of employment, is required to reside in a specified location.

Procedures for Responding to Requests for Other Personnel Records.

The legal custodian will apply the balancing test to determine whether the public's right to inspect the information is outweighed by a countervailing public interest in not disclosing the information.

Employee Personnel Records:

If application of the balancing test results in a decision to release the record and if the record is one of the following:

A record containing information relating to an employee that is created or kept by the District and that is the result of an investigation into a disciplinary matter involving the employee or possible employment-related violation by the employee of a statute, ordinance, rule, regulation, or policy of the District.

A record obtained by the District through a subpoena or search warrant.

A record prepared by an employer other than the District, if that record contains information relating to an employee of that employer, unless the employee authorizes the authority to provide access to that information.

The legal custodian must:

Serve written notice on the employee, personally or by certified mail, of the decision to permit access within 3 days after making the decision to permit access.

The notice requirement is not applicable in the following circumstances:

Subject to applicable law, the District provides access to a record, pertaining to an employee, to the employee who is the subject of the record, to his or her representative, or to his or her bargaining representative.

An authority releases a record produced for equal rights, discrimination, or fair employment law compliance purposes.

The transfer of a record by the administrator of the District to the state superintendent of public instruction under Wis. Stat. s. 115.31(3)(a).

The employee may seek judicial review of the decision if he/she provides written notice to the District within 5 days of receipt of the notice that he/she intends to seek a court order restraining access.

The employee must commence an action in court within 10 days of his/her receipt of the notice. The District will be named as a defendant. The requester may intervene as a matter of right.

The District will not provide access to the requested records within 12 days of sending the notice. If court action is commenced, the District will not provide access to the record until any legal action is final.

The court must issue its decision within 10 days, unless a party demonstrates cause for an extension. However, the court must issue a decision within 30 days of commencement of the action.

The court's decision may be appealed to the Court of Appeals within 20 days. The Court of Appeals must grant precedence to an appeal of a circuit court decision over all other matters not accorded similar precedence by the law.

Public Official Personnel Records (No Judicial Review):

If application of the balancing test results in a decision to release the record, the record custodian must serve written notice on the public official, personally or by certified mail, of the decision to permit access within 3 days of the decision to permit access.

The public official, within 5 days of the receipt of the notice, may augment the record to be released with written comments and documentation.

The record will be released as augmented.

Saturdays, Sundays, and legal holidays are excluded from the time periods.

Adapted from RFSD Policy 823 and 823-Rule

Adapted from RFSD Policy 823 and 823-Rule

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

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

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

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

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

The District may impose a fee upon the requester of a copy of a record of \$ _____ per page, which represents the actual, necessary, and direct cost of reproduction of the record. **[DRAFTING NOTE: According to public records guidance from the Wisconsin Department of Justice, a governmental unit may not make a profit on its response to a public records request. The copy fee may only include the cost of the paper and the cost of the copy. For**

example, the DOJ charges \$0.0135 per page for a black and white copy of records and \$0.0632 per page for a color copy, based on copy charges under the state contract for photocopiers. Districts are advised to calculate their own costs using this DOJ guidance.}]

In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of their duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting, in the performance of official Board member duties, any record of this District, except student records and certain portions of personnel records.

[] The District Administrator is authorized to develop administrative guidelines to provide for proper compliance with the intent of this policy and the public records law.

Records Retention Schedule

19.21(6), Wis. Stats. requires that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the Board.

The Board has approved the following current records retention schedules developed by the Wisconsin Historical Society and PRB: **[DRAFTING NOTE: The Wisconsin Public School District and Related Records GRS contains retention schedules for school-specific records, including student records, and therefore it must be adopted or alternatively, the Board must adopt its own schedule that includes retention for student records to account for their separate treatment under the law. The remaining retention schedules can be adopted as desired but if not adopted those records are covered by the default seven (7) year retention period in statutes. Any schedule adopted by the Board, even those that were created by the PRB, must be approved for District-specific usage by the Wisconsin Historical Society and the PRB after adoption.]**

- A. Wisconsin Public School District and Related Records GRS
- B. Administrative and Related Records GRS
- C. Budget and Related Records GRS
- D. Facilities Management and Related Records GRS
- E. Fiscal and Accounting and Related Records GRS
- F. Human Resources and Related Records GRS
- G. Information Technology and Related Records GRS
- H. Payroll and Benefits and Related Records GRS
- I. Purchasing & Procurement and Related Records GRS
- J. Risk Management and Related Records GRS
- K. Wisconsin Municipal and Related Records GRS

~~The District will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedules adopted do not define the retention period for a particular record, the District will retain the record for seven (7) years.~~

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates
Title	PEDICULOSIS (HEAD LICE)
Code	po8451 - 5/7
Status	
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

8451 - PEDICULOSIS (HEAD LICE)

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

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

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

[Choose one of the following options]

[] [Option #1]

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

[END OF OPTION 1]

[] [Option #2]

school staff will notify the parent and ask the parent to pick the child up at the end of the school day ~~(), if the child does not ride the bus, [END OF OPTION]~~ and administer an FDA-approved lice treatment (e.g., pediculicide/ovicide), treatment by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal but the child will remain in the classroom until the end of the day.

[END OF OPTION 2]

[] [Option #3]

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

[END OF OPTION 3]

[END OF OPTIONS]

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

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. (↔) After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal.

The School Nurse, in consultation with District's Medical Advisor, will develop administrative guidelines that define staff and parent expectations and treatment protocols.

(-) The District practices a policy of "no live lice" as a criterion for return to school.

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Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03 - Revisions regarding digital communication are required by 2025 WI Act 89 (Wis. Stat. 118.07(7)), which mandates that school boards define "appropriate content" for interactions between staff and students.
Status	
Legal	H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended 18 U.S.C. 2256 18 U.S.C. 1460 18 U.S.C. 2246 47 C.F.R. 54.500 47 C.F.R. 54.501 47 C.F.R. 54.502 47 C.F.R. 54.503 47 C.F.R. 54.504 47 C.F.R. 54.505 47 C.F.R. 54.506 47 C.F.R. 54.507 47 C.F.R. 54.508 47 C.F.R. 54.509 47 C.F.R. 54.511 47 C.F.R. 54.513 47 C.F.R. 54.514 47 C.F.R. 54.515 47 C.F.R. 54.516 47 C.F.R. 54.517 47 C.F.R. 54.518 47 C.F.R. 54.519 47 C.F.R. 54.520 47 C.F.R. 54.522

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

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

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

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

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

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

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

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

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

C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

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

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

The Superintendent or IT Supervisor may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

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

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

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

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

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

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

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments.

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

~~comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition. Wis. Stat. 118.07(7) governs communications between an employee/volunteer and a student enrolled in the District. The goal of the statute is to protect students by regulating staff and volunteer communication with students; however, the law was written to also apply to student communication to District employees, i.e. "between" staff/volunteer and student, and therefore this policy language is included in the student policy section.]~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

The approved communication platform(s) is/are:

- A. ~~() District email/messaging;~~
- B. ~~() District-approved social media communication platform(s) - _____ (see also Policy 7544 - Use of Social Media);~~
- C. ~~() Other _____ [END OF OPTION].~~

~~[] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

- A. ~~() Instructional communication (assignments, coursework, academic support);~~
- B. ~~() School-related activities (clubs, athletics, events, field trips, rehearsals);~~
- C. ~~() Scheduling or logistical information related to classes or school programs;~~
- D. ~~() Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,~~
- E. ~~() Safety or emergency communication when necessary;~~
- F. ~~() Other _____.~~

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Academic Honesty

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 - Artificial Intelligence (AI).

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

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of 108 District technology resources that are not authorized by this policy and its accompanying guidelines.

The School Board designates the Superintendent and IT Supervisor as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

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Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02 - Establishes oversight of digital interactions by requiring the use of District-sanctioned communication platforms for all student-related correspondence per Act 89.
Status	
Legal	Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008) Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001) 20 U.S.C. 1232g 34 C.F.R. Part 99

7530.02 - **STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES**

Use of personal communication devices ("PCD") (as defined in Bylaw 0100 - Definitions) has become pervasive in the workplace. Whether the PCD is District-owned and assigned to a specific employee or school official or personally-owned by the employee or school official regardless of whether the District pays the employee or school official an allowance for their use of the device, the District reimburses the employee or school official on a per-use basis for their business-related use of their PCD, or the employee or school official receives no remuneration for their use of a personally-owned PCD, the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent District policies and guidelines.

~~[DRAFTING NOTE: Wis. Stat. 118.07(7) requires the District Administrator to specify in policy the appropriate methods of communication between employees/volunteers and students.]~~

District-Approved PCD Platform - When communicating with students, Board members, staff, and coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a District-owned and/or personally-owned PCD to communicate as a function of their job responsibilities.

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records will be retained in accordance with State requirements.

Safe and Appropriate Use of a PCD

Employees and school officials whose job responsibilities include regular or occasional driving and who use a PCD for business use are expected to refrain from using their device while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees and school officials should pull off to the side

of the road and safely stop the vehicle before placing or accepting a call. Reading or sending a text message, instant message or e-mail, or browsing the Internet using a PCD while driving is a violation of State law and is strictly prohibited. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options (e.g., headsets or voice activation) if available, refrain from the discussion of complicated or emotional topics, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. In the interest of safety for employees, school officials, and other drivers, employees and school officials are required to comply with all applicable State laws and local ordinances while driving, including any laws that prohibit texting or using a cell phone or other PCD while driving.

In situations where job responsibilities include regular driving and accepting of business calls, the employee or school official should use hands-free equipment to facilitate the provisions of this policy.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are District-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using their PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using their PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using their PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for informing the Superintendent or their designee of all public records, student records, and ESI subject to a litigation hold that is maintained on the employee's District-owned PCD. The District's IT department/staff will then transfer the records/ESI to an alternative storage device.

If the employee also utilized a personally-owned PCD for District-related communications, and the device contains public records, student records, and/or ESI subject to a litigation hold, the employee must transfer the records/ESI to the District's custody (e.g., server, alternative storage device) prior to the conclusion of the individual's employment. The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from the individual's personally-owned PCD. The employee will be required to sign a document confirming that all such records/information have been transferred to the District's custody and deleted from their personally-owned PCD.

If a PCD is lost, stolen, hacked, or otherwise subjected to unauthorized access, the employee or school official must immediately notify the Superintendent so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security

and its accompanying guideline, the Superintendent will determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The District prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

- A. social security numbers
- B. driver's license numbers
- C. credit and debit card information
- D. financial account numbers
- E. student personally identifiable information
- F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)
- G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

Privacy Issues

Except in emergency situations, as otherwise authorized by the Superintendent, or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person in the school or while attending a school-related activity. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted.

The use of a PCD that contains built-in cameras (i.e., devices that take still or motion pictures, whether in a digital or other format) is prohibited in locker rooms, shower facilities, rest/bathrooms and/or the swimming pool.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State, or Federal laws may also result in disciplinary action up to and including termination.

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Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	STUDENT SUPERVISION AND WELFARE
Code	po1213 - Language provides explicit definitions for "grooming" and "boundary violations" to address predatory behavior before it begins or escalates per Act 89.
Status	
Legal	48.981, Wis. Stats. 948, Wis. Stats. 948.095, Wis. Stats.

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.~~ Administrators are frequently confronted with situations which, if handled incorrectly, could harm the welfare of the student(s).

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.

Standard of Care of Students

Each administrator will 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 will 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 will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO), and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. An administrator will not send students on any personal errands.
- E. An administrator will 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 administrator 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 administrator 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 will 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 will not transport students for school-related activities in a private vehicle without the approval of the Human Resources Department and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Trips. This does not apply to any student who is an administrator's family member.
- H. ~~A student shall not be required~~ **An administrator shall not require a student** to perform work or services that may be detrimental to their health.
- I. Administrators will not engage 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 only.
- J. In the scope of their professional responsibilities, administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, 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.
- K. In the scope of their professional responsibilities, administrators are authorized to communicate with students through District email and through the use of District approved ~~notifications applications (apps)~~ **communication platforms**. Examples of ~~notification apps~~ **communication platforms** include but are not limited to: Remind, Teamsnap, or SportsYou. The Activities Director, High School Principal, and Middle School Principal have the authority to approve ~~notification apps~~ **communication platforms** for District use. Texting or communicating with students from a device using any other method is prohibited.

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 required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.

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/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity, and a student enrolled or otherwise participating in any aspect of the District programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

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 to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

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 Violations/Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations/invasions.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, 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. **[END OF OPTION]**

~~(-)~~ Inappropriate boundary violations/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 ~~Violations~~invasions are prohibited and must be reported promptly. **[END OF OPTION]**

- C. ~~(-) Preferential Treatment or Favoritism~~—Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **[END OF OPTION]** ~~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.

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use District-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate, and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. (↔) Instructional communication (assignments, coursework, academic support);
- B. (↔) School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. (↔) Scheduling or logistical information related to classes or school programs;
- D. (↔) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. (↔) Safety or emergency communication when necessary;
- F. (↔) Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. (↔) District email/messaging;
- B. (↔) District-approved social media communication platform(s);
- C. (↔) Other _____ **[END OF OPTIONS.]**

[] The District approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**

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 accordance with this policy, 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 as identified in this policy, during non-school hours and school hours, 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 . 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. Aa designated administrator/Title IX Coordinator; 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. The level of discipline will depend on the severity of the violation.

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.

Pursuant to the laws of the State and Board Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each administrator 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 "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. ~~[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]~~

118.07(6), Wis. Stats.

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Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213 - Language provides explicit definitions for "grooming" and "boundary violations" to address predatory behavior before it begins or escalates per Act 89.
Status	
Legal	48.981, 948, 948.095 Wis. Stats.

3213 - STUDENT SUPERVISION AND WELFARE

Professional staff members are frequently confronted with situations which, if handled incorrectly, could **harm the welfare of the student(s)** ~~result in liability to the District and personal liability to the professional staff member, and/or harm to the welfare of the student(s).~~

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

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

Standard of Care of Students

Each District employee will 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 will 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 will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO), and/or local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A professional staff member will provide proper instruction in the safety matters presented in assigned course guides.
- E. A professional staff member will not send students on any personal errands.
- F. A professional staff member will 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 **119**

students.

- G. A professional staff member will 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 will not transport students for school-related activities in a private vehicle without the approval of the Human Resources Department and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Trips. This does not apply to any student who is a professional staff member's family member.
- I. A professional staff member shall not require a student to perform work or services that may be detrimental to their health.
- J. Professional staff will not engage 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 only.
- K. In the scope of their professional responsibilities, professional staff are expressly prohibited from posting any picture, video, meme, or other visual depiction 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.
- L. In the scope of their professional responsibilities, professional staff including coaches and advisors, are authorized to communicate with students through District email and through the use of District approved notification applications (apps) communication platforms. Examples of notification apps communication platforms include but are not limited to: Remind, Teamsnap, or SportsYou. The Activities Director, High School Principal, and Middle School Principal have the authority to approve notification apps communication platforms for District use. Texting or communicating with students from a device using any other method is prohibited.

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 required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

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/Behaviors

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.

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

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 to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

B. **Boundary Violations/Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations/invasions.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior. However, 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. [END OF OPTION]~~

~~(-) Inappropriate boundary violations/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 ~~violations~~ ~~invasions~~ are prohibited and must be reported promptly. **[END OF OPTION]**

- C. ~~(-) Preferential Treatment or Favoritism — Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. [END OF OPTION] 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.~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

- A. (↔) Instructional communication (assignments, coursework, academic support);
- B. (↔) School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. (↔) Scheduling or logistical information related to classes or school programs;
- D. (↔) Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. (↔) Safety or emergency communication when necessary;
- F. (↔) Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 — Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. ~~() District email/messaging;~~
- B. ~~() District-approved social media communication platform(s);~~
- C. ~~() Other _____ [END OF OPTIONS].~~

~~[] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

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 accordance with this policy**, 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 **as identified in this policy, during non-school hours and school hours**, 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. 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. ~~Aa~~ designated administrator/**Title IX Coordinator**; 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. **The level of discipline will depend on the severity of the violation.**

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 Policy 8462 - **Reporting of Child Abuse and Neglect, and Sexual Misconduct**, 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"~~ **Required Notification to Parents for Alleged Sexual Misconduct** in Policy 8462 - **Reporting of Child Abuse and Neglect, and Sexual Misconduct**, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. ~~[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]~~

118.07(6), Wis. Stats.



Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	STUDENT SUPERVISION AND WELFARE
Code	po4213 - Language provides explicit definitions for "grooming" and "boundary violations" to address predatory behavior before it begins or escalates per Act 89.
Status	
Legal	48.981, 948, 948.095, Wis. Stats.

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).~~ **may confronted with situations which, if handled incorrectly, could harm the welfare of the student(s).**

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

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

Standard of Care of Students

Each District support staff member will 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 will 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 support staff member will report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the Superintendent, the School Resource Officer (SRO). and/or local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety.
- 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 will not send students on any personal errands.
- E. A support staff member will not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

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

- F. A support staff member will not disclose personally identifiable information about a student to third parties unless 124 specifically authorized by law or the student's parent(s) to do so.

- G. A support staff member will not transport students for school-related activities in a private vehicle without the approval of the Human Resources Department 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 support staff member's family member.
- H. A support staff member shall not require a student ~~A student shall not be required~~ to perform work or services that may be detrimental to their health.
- I. Support staff will not engage 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 only.
- J. In the scope of their responsibilities, support staff are expressly prohibited from posting any picture, video, meme, or other visual depiction, pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff's own child or other relative.
- K. In the scope of their responsibilities, support staff are authorized to communicate with students through District email and through the use of District approved ~~notification applications (apps)~~ **communication platforms**. Examples of ~~notification apps~~ **communication platforms** include but are not limited to: Remind, Teamsnap, or SportsYou. The Activities Director, High School Principal, and Middle School Principal have the authority to approve ~~notification apps~~ **communication platforms** for District use. Texting or communicating with students from a device using any other method is prohibited.

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 required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]

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/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior. ~~It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

- A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

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When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

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;
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5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

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 Violations/Invasions** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations/invasions.

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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;
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Inappropriate boundary ~~violations~~ ~~invasions~~ are prohibited and must be reported promptly. **[END OF OPTION]**

- C. ~~(-) Preferential Treatment or Favoritism – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. [END OF OPTION]~~ ~~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.~~

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- B. ~~(↔)~~ School-related activities (clubs, athletics, events, field trips, rehearsals);
- C. ~~(↔)~~ Scheduling or logistical information related to classes or school programs;
- D. ~~(↔)~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,
- E. ~~(↔)~~ Safety or emergency communication when necessary;
- F. ~~(↔)~~ Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teaching.]

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff,

coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

- A. (↔) District email/messaging;
- B. (↔) District-approved social media communication platform(s);
- C. (↔) Other _____ [END OF OPTIONS].

[] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]

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 accordance with this policy, 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 as identified in this policy, during non-school hours and school hours, 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/Title IX Coordinator; 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. The level of discipline will depend on the severity of the violation.

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.

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, 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 Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. [DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]

118.07(6), Wis. Stats.



Book	Neola Policy Templates for Processing
Section	0.6 For Board Consideration - Special Update - Act 89 - May 2026 WI
Title	SCHOOL BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT
Code	po0144.5 - Optional language regarding social media and instant communication between Board members and students per Act 89
Status	
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

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

The School Board functions most effectively when individual School Board members act ethically, professionally, and responsibly. School 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 School Board, as evidenced by official action of the School Board (See Bylaw 0143 - Authority of Individual School Board Members).

School 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 School Board members that compromises the reputation or legal position of the District is prohibited.

Any authority delegated to the Board President in this **policy/bylaw** 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/bylaw**.

General Expectations of All School Board Members

- A. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.
- B. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings. **Board members are expected to review agenda materials prior to a Board meeting and to submit questions to the Superintendent in advance of the meeting, whenever practicable, to allow for efficient and respectful meetings; this expectation does not in any way intrude upon a Board member's right to ask questions or engage in discussion at a Board meeting.**
- C. Be familiar with and follow applicable local, State, and Federal laws and regulations.
- D. Be familiar with and comply with School Board **bylaws/policies**, including **policies/bylaws** governing School Board member conduct and School Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).

- E. Conduct themselves with integrity, honesty, and in a manner that reflects positively on the School Board and on the District.
- F. 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.
- G. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the School Board.
- H. 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 School Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive or controversial matters, or matters involving disagreement.
- I. 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 School Board.
- J. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held School Board meetings.
- K. Render all decisions based on the available facts and independent judgment.
- L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the Superintendent in accordance with Policy 1100 - District Organization.
- M. Communicate to other Board members, in accordance with the Open Meeting Law, and the Superintendent 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. Communicate to other School Board members and the Superintendent expressions of public reaction to School Board policies and school programs.
- O. 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.
- P. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
- Q. Recognize that School Board service is non-partisan and refrain from using their School Board positions for personal or partisan gain.
- R. Take no private action that will compromise the School Board or administration, and respect the confidentiality of information that is privileged under applicable law.
- S. No School Board member shall act or fail to act as a member of the School Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.
- T. Disclose any actual or perceived conflict of interest.

School Board Member Communication

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

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

- A. On behalf of the School Board: normally, this is the function of the School Board President, or in the President's absence, the Vice President. The School Board may, by majority vote, delegate this responsibility to another School Board member in a specific circumstance. In every case, the School Board member communicating the School

Board's position shall do so as determined by the School Board and avoiding individual interpretation or editorializing.

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

School Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to School 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 School Board President is authorized to communicate such requests to the pertinent School Board member.

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

~~**[DRAFTING NOTE: The following section is in alignment with 2025 Wisconsin Act 89 (118.07(7), Wis. Stat.) for appropriate communication with students. Act 89 does not expressly pertain to Board members; however, this optional language is consistent with Act 89's expectations and could be adopted by the Board to align with employee and volunteer requirements. The statute does not define "appropriate content," but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]**~~

~~**[] Appropriate Discussion Content When Using Personal Communication Devices (PCD)**~~

~~**[]**~~ When using PCDs to communicate with student(s), School Board members must use District-approved communication platforms to preserve communications to be reviewed by parents and administrators.

~~**[]**~~ When School Board members communicate with students using PCDs, discussions must be appropriate and related to legitimate school purposes. Whenever possible, School Board members should direct students who contact them to contact an appropriate school staff member.

~~**[]**~~ Appropriate content is content in a communication that fits into one of the following categories:

- A. ~~**[]**~~ Instructional communication (assignments, coursework, academic support);
- B. ~~**[]**~~ Scheduling or logistical information related to school programs (classes, clubs, athletics, events, field trips, rehearsals);
- C. ~~**[]**~~ Safety or emergency communication when necessary;
- D. ~~**[]**~~ Referring the student to the appropriate school staff member who can address the matter raised in any communication from a student;
- E. ~~**[]**~~ _____.

~~**[]**~~ Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Board members should avoid one-on-one communication with students. (See Board Policy 1213 - Student Supervision and Welfare)

~~**[Drafting Note: 2025 Wisconsin Act 89 does not create an exception for communication between employees and volunteers and their family members.]**~~

~~**[]**~~ Nothing in this section is intended to prohibit Board members from engaging in appropriate communication with their family members who are parents of students enrolled in the District. Parents may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the Board member's official capacity. This exception does not permit Board members to engage in District-related communications with other students outside approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct and conflicts of interest.

~~**[END OF OPTIONAL SECTION]**~~

School Board Member Interaction with Staff

The general expectations of School Board member decorum and civility apply to interactions with employees; however, because the School Board is the employer of all District staff, this responsibility is appropriate for special reference. Each School Board member is an individual with authority to bring matters to the School Board and to influence matters related

to staff. Therefore, it is imperative that School Board members treat all employees with respect and as professionals. School Board members are also required to comply with School Board Policies governing employee anti-harassment, nondiscrimination, and threatening behavior.

No School Board member has inherent authority to require any staff member to respond to the School 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 School Board policy or as directed by majority vote of the School Board.

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

School Board Member Records and Confidentiality

School 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 School Board member is an elected official responsible for preserving all public records the School Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any School Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

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

School 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 School Board. School Board members must also protect and not disclose records consistent with, and governed by, the Family Education Rights and Privacy Act (FERPA).

Enforcement

Complaints alleging violations of the School Board Member Code of Conduct may be brought by any parent, student, staff member or District resident and must 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 shall review the complaint and investigate the matter. The President may 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 School Board member violated the policy, the investigator shall brief the School Board and may recommend action to be taken.

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

- A. formal censure by resolution passed by a majority of the School Board in an open session meeting of the School Board;
- B. removal from School Board committee assignments that is an exception to Bylaw 0155 - Committees;
- C. restriction on School Board member rights granted by policy, including requesting items for a School Board meeting agenda;
- D. referral to proceed with efforts to remove the School 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 School Board and not prohibited by law.

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

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