

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Wednesday, July 15, 2026

7:30 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. POLICIES FOR REVIEW AND CONSIDERATION

- | | |
|---|----|
| A. Policy 345.11 Grading Scale, Grade Point Average, and Class Rank | 3 |
| B. Policy 528.1 Staff Communications with Students | 6 |
| C. Policy 672.1 Purchasing Approvals | 19 |

The purpose of this agenda item is to review the updates to the purchasing policy. Language has been added regarding request for proposal schedule for major district service contracts. Attached please find the RFP schedule to be kept by the business office. The RFP schedule will be reviewed with the budget committee on an annual basis.

D. Policy 731.3 Security Cameras and Electronic Monitoring Equipment	22
E. Policy 732 Use of Unmanned Aircraft (Drones)	28
F. Policy 751 Student Transportation Services	36

Attached please find a presentation with the data from the family survey for 9th and 10th graders regarding their interest in district-provided transportation. The survey was sent to families who live between 1.0 and 1.75 miles away from the intersection of Knightsbridge and South Street. A high level takeaway is that families are interested in having this service available. However, they are not willing to pay a fee for the service. Administration will review the presentation and seek committee feedback.

G. Policy 751 Exhibit Fee Schedule for Transportation to and from Babysitters

VI. OTHER ITEMS FOR DISCUSSION

VII. FUTURE MEETINGS

VIII. ADJOURN

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

~~HIGH SCHOOL~~ GRADING SCALE, Policy 345.11 GRADE POINT AVERAGE, AND CLASS RANK

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GRADES IN 4K

4K school report cards shall use the following performance descriptors.

Grade Descriptor	Score
Consistent Meeting	CM
Developing Approaching	DA
Beginning Developing	BD

GRADES IN ELEMENTARY ~~AND~~, INTERMEDIATE, AND MIDDLE SCHOOL COURSES

Elementary, ~~and~~ Intermediate, ~~and~~ Middle school report cards shall use the following performance descriptors. These descriptors will also apply for Alternative Education at the High School.

Grade Descriptor	Score	Domain
Advanced	4	Academic
Proficient Meeting	3	Academic
Basic Approaching	2	Academic
Minimal Developing	1	Academic
No Mark	NM	Academic
Secure Meeting	SM	Personal Development
Developing Approaching	DA	Personal Development
Emerging Developing	ED	Personal Development

GRADES IN ~~MIDDLE AND~~ HIGH SCHOOL COURSES

The following is the District's standard letter-based grading scale and grade point average (GPA) conversion chart for high school courses, with the exception of Alternative Education:-

Grade	GPA
A+	4.3
A	4.000
A-	3.7
B+	3.3
B	3.000
B-	2.7
C+	2.3
C	2.000
C-	1.7
D+	1.333
D	1.000
D-	0.7
F	0.000 (No credit earned)
PASS	Credit earned; not factored into GPA

~~HIGH SCHOOL~~ GRADING SCALE, Policy 345.11 GRADE POINT AVERAGE, AND CLASS RANK

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FAIL	No credit earned; not factored into GPA
I	Incomplete
NM	Not Graded
WP	Withdrawn w/ school approval. Present status satisfactory.
WF	Withdrawn w/ school approval. Present status unsatisfactory.

No courses eligible for inclusion in the calculation of a GPA receive weighted treatment when the letter grade is converted to the numerical scale.

2026-2029 MIDDLE SCHOOL TRANSITION

The change from the letter grade scale to the standards based Advanced, Meeting, Approaching, Developing scale at the Middle School will occur in phases by content area over the 2026-2027, 2027-2028, and 2028-2029 school years.

HIGH SCHOOL GRADE POINT AVERAGES

Semester Grade Point Average. The District uses the end-of-semester composite grade that a student earns in each course for purposes of calculating a grade point average for each individual semester.

Cumulative Grade Point Average. A student's cumulative high school grade point average is a calculation derived using each end-of-course final grade.

Courses and course grades are either included in or excluded from the District's GPA calculations as follows:

1. Courses that the District offers for high school credit are included in the student's GPA whenever a high school student takes the course in the District and receives a grade that has a numerical GPA equivalent. This includes online courses offered by the District that are taken without applying to or attending another educational institution.
2. Provided that the administration determines that the grade awarded can be adequately converted to the District's high school grading scale, grades received in the following courses are included in the student's GPA:
 - Courses taken at or through a Wisconsin technical college or college/university in an attempt to earn high school credit (whether for dual credit or only for high school credit).
 - Courses taken at another public high school or accredited private high school for which the District would award high school credit for a passing grade.
 - Courses for which the District would award high school credit for a passing grade and which the student has taken in either a District alternative education program or a District program for students with exceptional educational interests, needs, or requirements.
3. A course taken by an 8th grade student for credit toward high school graduation in the area of health education is not included in the student's cumulative high school grade point average.

~~HIGH SCHOOL~~ GRADING SCALE, Policy 345.11 GRADE POINT AVERAGE, AND CLASS RANK

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4. Middle school students enrolled in a course(s) at the high school will not be counted towards high school credit or GPA. It will appear on the middle school report card and in the student's cumulative file. A notation will be made in the comment section of the student's high school transcript that this course was taken while the student was in middle school.
5. Courses taken on a Pass/Fail basis with District approval (i.e., no letter grade is recorded) are not used in determining GPA.
6. In cases of transfers from alternate grading systems such as Pass/Fail and students from home-based private educational programs, foreign countries, including study abroad or any other non-accredited private educational programs, the high school principal in consultation with school counseling staff shall evaluate the student's records at the time of enrollment and determine a grade for purposes of computing a GPA. Pass/Fail courses may be removed from the computation at the discretion of the principal.

AVAILABILITY OF CLASS RANK

School-wide class rankings will not be reported on high school transcripts or made generally available to students and their families. Rank information will only be generated if needed for college admissions, scholarships, and recruitment eligibility and will be communicated to such requesting organizations upon receipt by the school counseling office of a request from a student and their parent or guardian.

NONDISCRIMINATION STATEMENT

The District shall not unlawfully discriminate in the methods, practices and materials used for evaluating students on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. This does not, however, prohibit the use of special testing materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

Legal References:

Wisconsin Statutes

[Section 118.33](#) [high school graduation requirements]

Wisconsin Administrative Code

[HEA 9.05\(2\)](#) [high school grading policy required]

[PI 9.03\(1\)\(f\)](#) [student nondiscrimination in student evaluation/testing policies]

[PI 18](#) [high school graduation requirements]

Cross References:

420-Rule, Transfer Student Admission Procedures

460, Student Scholarships

Adoption Date: - ~~April, 2023~~ August, 2026

STAFF COMMUNICATIONS WITH STUDENTS

Policy 528.1

Sample Policy 2

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{This sample policy provides a comprehensive and detailed approach to compliance with section [118.07\(7\)\(a\)](#), which requires every school district to adopt a policy on staff-student communications that satisfies the following elements:

- 1. The policy must apply to district employees and to district volunteers.*
- 2. The policy must apply to employee and volunteer communications with:*
 - a. Pupils enrolled in the applicable school district;*
 - b. Pupils attending a school that is not under the control of the applicable school board; and*
 - c. Pupils attending a home-based private educational program.*
- 3. The policy must apply whenever an employee or volunteer is acting in the individual's official capacity, and it must apply regardless of whether the communication occurs during school hours or outside of school hours.*
- 4. The policy must address standards for appropriate content of covered communications.*
- 5. The policy must address standards for appropriate methods of covered communications.*
- 6. The policy must include a range of consequences for policy violations, the most serious of which shall be termination.*

This sample is particularly lengthy due to the decision to provide language that covers not only standards for appropriate content and appropriate methods of communications, but also specific standards and detailed examples of content and methods that a district might choose to expressly identify as being inappropriate and prohibited. The sample also establishes and provides several examples of a concept referred to as “accountability practices” (such as including a supervisor or parent as an additional recipient of a communication) which, when used, are considered part of the overall communication “method.” This sample also presents extensive treatment of the “range of consequences” element, addresses district authority in relation to staff-student communication that occurs when a staff member is not acting in his or her official capacity, and addresses specific situations such as a staff member’s receipt of an unsolicited inappropriate communication initiated by a student and the application of the policy to any individual who may simultaneously be both a student and either a District employee or District-authorized volunteer.

IMPORTANT: Refer to PRG 528.1 Sample Policy 1 for a shorter sample policy that also addresses the policy mandate established in section 118.07(7)(a) of the Wisconsin Statutes.

NOTE: Some of the language found in this sample is drawn from a sample policy addressing staff-student relationships and staff-student communication that involved joint drafting by staff at the WASB and staff at the DPI several years ago. Because this sample relies, in part, on such jointly-drafted content, the WASB does not assert any exclusive copyright ownership in the content of this sample.

The substantive sample begins on the next page.}

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General Standards and Purpose

District staff members are expected to conduct themselves in a manner that promotes the health, safety, and wellbeing of students, including by establishing and maintaining role-appropriate communicative, physical, emotional, and social boundaries in their interactions with students. This requires every staff member to consistently exercise sound judgment that is context dependent and that gives due consideration to the staff member's District-assigned role and responsibilities.

As applied to communication that occurs between District staff members and any student(s), the general expectations outlined in the previous paragraph mean that staff members are expected to communicate with students in an appropriate manner, which encompasses (1) the content of the communications, (2) the method of communication, and (3) the setting (i.e., time and location) of the communication. This policy establishes certain standards for appropriate content and appropriate methods of staff-student communications that occur when a staff member is interacting with a student in the staff member's District-authorized capacity.

Whether a communication occurs in a staff member's District-authorized capacity is determined based on the totality of the circumstances and is not limited to any specific hours of the day. For example, a District employee can be acting in such capacity when the reason(s) for or other circumstances of the communication arise directly from the employee's District-assigned responsibilities, even though the communication occurs outside of established school hours, outside of the employee's regular work hours, or both.

For purposes of this Policy, staff members include District employees and District-authorized volunteers (i.e., an individual who has been approved by the District to provide volunteer services for the benefit of the District in one or more specified capacities). ~~[Insert if desired~~ **Include:** "As determined by applicable contractual agreements or pursuant to District discretion permitted and exercised under a specific contract, this Policy may also be applied to certain independent contractors or to the employees of a contracted service provider."] **{Editor's Note: The policy mandate in section 118.07(7)(a) does not require the local policy to address or cover independent contractors or the employees of a contracted service provider. However, some districts may choose to do so. If the district contracts for student transportation services or for an on-site food service program, or if a non-employee contractor performs a role that involves a regular presence on school grounds or direct interaction with district students, those would be examples of situations in which a district might arrange to apply this policy to the individuals who perform those contracted services.}**

~~[Insert if desired~~ **Include:** "It is not practical to exhaustively address all possible situations with definitive rules and standards. Therefore, if a staff member encounters a situation in which the staff member determines that applicable laws, policies, and directives do not supply sufficient guidance, the staff member is expected to implement practices that reflect sound judgment, that promote accountability, and that safeguard student welfare. Staff members are strongly encouraged to seek guidance and clarification regarding appropriate communication with students from an appropriate supervisor or administrator who has relevant oversight responsibility whenever the staff member concludes that doing so would be prudent or helpful. If a staff member is unable to seek or obtain such supervisory guidance in advance, prompt after-the-fact disclosure of any concerning or potentially problematic communication scenario is an appropriate step."]

Appropriate and Inappropriate Content of Communications

The **content** of communication between a District staff member and a student that occurs when the staff member is acting in his or her District-authorized capacity is **appropriate** if, to the extent applicable to the situation (if at all), the communication:

{Editor's Note: The items in the following list can be modified.}

- Has a legitimate educational, programmatic, or supervisory purpose that is reasonably grounded in the staff member's District-assigned role and responsibilities.
- Is consistent with the role of a supportive authority figure who protects student welfare in a manner that is consistent with the scope of the staff member's District-assigned role and responsibilities.
- Is respectful in its substantive message and tone, recognizing that not all communication between staff and students needs to be excessively formal. For example:
 - When used in appropriate contexts, informal conversations and good-natured humor have a place in District programs and activities as part of (1) building positive rapport with students, (2) learning about a student's interests, needs, strengths and challenges at a level that is commensurate with the staff member's District role and responsibilities, and (3) creating a positive environment for learning and other youth-focused activities.
 - Some staff-student communications may be as simple as showing a basic social courtesy, such as by offering a friendly greeting, congratulating a student on an achievement, offering a condolence, or thanking a student for a kind act.
- Remains within the reasonable scope of the professional competencies that are part of the staff member's District-assigned role and responsibilities and that are relevant to the specific situation.
- Is age appropriate for the relevant student(s).
- Addresses a sensitive personal issue that has been raised by the student or that has been identified by the staff member by focusing on the student's welfare and, when the issue is outside of the staff member's District-assigned role and responsibilities, by involving other appropriate staff and supervisors.
- Provides feedback to a student that is constructive, developmentally appropriate, and learning-focused.
- Reasonably responds to an emergency situation.
- Adheres to any District policies, rules, or supervisory directive(s) that apply to the staff member in the relevant situation.
- Is lawful.
- *[Continue this list with any additional parameters or standards for appropriate content.]*

The **content** of communication between a District staff member and a student when the staff member is acting in his or her District-authorized capacity is **inappropriate** and a violation of this Policy if the communication fails to meet a standard for appropriate communication (see list, above) when the standard applies in the specific situation.

In addition, without attempting to be exhaustive of all possible examples and without restricting supervisors and administrators who have relevant oversight authority from establishing additional rules and directives related to appropriate and inappropriate content, such staff-student communications are **inappropriate** and prohibited by this Policy if the content:

{Editor's Note: The items in the following list can be modified.}

- Ridicules, demeans, or threatens a student.
- Would be viewed by a reasonable supervisor or school administrator as improper harassment of a student, such as by communication that the District determines creates an intimidating, hostile, or offensive environment within a District school, program, or activity.
- Manipulates, coerces, or grooms a student to engage in, or to consider engaging in, an inappropriate relationship (including a sexual relationship with the staff member) or other inappropriate behavior. For purposes of this Policy:
 - Grooming includes communications that are part of any course of conduct that a reasonable person would view as conditioning, seducing, soliciting, luring, or enticing a student to engage in, or to consider engaging in, inappropriate behavior.
 - Grooming can occur, for example, by exploiting a student's vulnerabilities, by creating inappropriate emotional dependence, or by normalizing or desensitizing the student to inappropriate conduct.
- Exploits a power dynamic, such as by offering improper benefits or privileges or by inappropriately threatening to impose negative consequences in a quid quo pro posture.
- Encourages, condones, invites, or arranges any unlawful conduct, any conduct that would unreasonably endanger the safety or welfare of any person, or any staff-student interaction that would occur at an inappropriate time or in an inappropriate location.
- Outside of any legitimate curricular purpose (e.g., as part of the approved curriculum in literature, biology, health, or human growth and development):
 - Is or would be interpreted by a reasonable person as being sexualized in nature, such as by being sexually explicit or sexually suggestive.
 - Involves sexual humor or the use of sexual innuendo.
 - Uses profanity.
- Is or would be interpreted by a reasonable person as an expression of a staff member's sexual or romantic interest in a student or as making, accepting, or encouraging sexual or romantic advances involving a student.
- Constitutes "immoral conduct" within the meaning of section 115.31 of the state statutes.
- Solicits or encourages secrecy or concealment to avoid detection, oversight, or accountability for inappropriate communication or inappropriate conduct.
- Taken in context, engages any student(s) in:
 - The sharing of information at an inappropriate level of personal or emotional intimacy, such as through a staff member's disclosure of inappropriate personal information to a student.

- An inappropriately peer-like social interaction, such as through peer-like communication that could reasonably impair the staff member's ability to be effective in the staff member's District role(s).
- Improperly discloses confidential information about any other student(s), as determined under applicable laws and District policies.
- ~~[Continue this list with any additional parameters, standards, or examples.]~~

Appropriate and Inappropriate Means of Communication

[Insert if desired: "The selection of an appropriate method of communication is often routine and based on commonly-applied practices and procedures. However, particularly in non-routine situations, a staff member must consider context-dependent factors such as the timing, location, and purpose of the communication, the age(s) of the student(s), and the staff member's specific role and responsibilities."]

Notwithstanding any other provision of this Policy, a method of staff-student communication is **always** inappropriate and prohibited if it is selected or used to **conceal** an inappropriate communication or some other inappropriate interaction from being discovered by persons who have a legitimate interest in the conduct (e.g., by a supervisor or by the student's parent or guardian) and/or from being subject to legitimate District oversight.

Subject to the previous paragraph and unless a supervisor or administrative official with relevant authority has given the staff member an express directive to the contrary that applies to the particular staff-student communication, the District considers the following **means of communication** to be normally **appropriate** for communication between a District staff member and one or more students that occurs when the staff member is acting in his or her District-authorized capacity:

{Editor's Note: The items in the following list can be modified. Subject to planning for district oversight of staff members and for appropriate records retention and records access, districts ultimately have substantial discretion to determine appropriate and inappropriate methods of communication.}

- In person communication that occurs in any of the following situations:
 - During the student's attendance at school.
 - At a time when the student is actively participating in a District-sponsored program or activity or actively receiving District services.
 - At a time when the staff member is actively performing District-assigned responsibilities with respect to (1) District property; (2) a District program, activity, or service; or (3) the supervision or general oversight of individuals (including students) who are present in such settings, and the communications relates to such District-assigned responsibilities.
 - When the staff member and student are in the direct presence of (i.e., directly observable by) the student's parent, guardian, or other caregiver.

- In a community/public setting (i.e., a time and place) that a reasonable person would consider to be transparent, accountable, and otherwise socially appropriate, which may include certain interactions that occur on an unplanned or chance basis.
- Provided that the staff member is an authorized user of the relevant system, application, or platform, electronic communication that occurs through a District-provided and District-controlled:
 - Student information system.
 - Learning management system or online learning platform or application.
 - Phone system or an equivalent account for voice communication that is based on a phone number.
 - Email account that the District has issued to the staff member for District-related communications. *[If desired and if seen as practical, insert the following as additional directives] Include: "Staff are expected to make reasonable efforts to consistently send emails to any District student using the student's District-issued email account. For any District student or non-District student who does not have an active District-issued email account, any email communication to the student shall be directed through the student's parent or guardian unless a situation-specific exception is approved by a supervisor or other District official who has relevant oversight authority."*
- Electronic communication that occurs through some other system, application, account, or other means that the District has provided or expressly approved for use by the staff member to communicate with the student(s) in the specific context.
- Non-electronic, written communication that is distributed to the student(s) at school, in direct connection with a District-sponsored activity, or mailed to the student(s) through the school to the student's current mailing address.
- Communication that is delivered to a student through the student's parent, guardian or other designated caregiver as an intermediary.
- Communication that is delivered to a student through a supervisor, administrator, or other District staff member with relevant responsibilities who acts as an intermediary and who is reasonably aware of the content of the communication.
- *[Continue this list with any additional appropriate means of communications.]*

Subject to the limited exceptions identified below, the District considers other **means of communication** (i.e., other than the means listed above) to be **normally inappropriate and normally prohibited** for staff-student communication that occurs when the staff member is acting in his or her District-authorized capacity. Without attempting to be exhaustive of all possible examples and without restricting supervisors and administrators who have relevant oversight authority from establishing additional rules and directives related to appropriate and inappropriate means of staff-student communication, examples of such inappropriate means include:

{Editor's Note: The items in the following list can be modified but need to remain consistent with how the district defines "appropriate" means of communication, above.}

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- Messaging a student using the staff member's personal or other non-District internet account (including any non-District social media account or a non-District email account).
- Messaging or voice calling a student when the staff member is using a non-District phone account (or the equivalent, such as a non-District virtual phone number), except when the communication is limited to a reasonably necessary safety-related contact or a logistics-related communication that is time sensitive and for which no District-provided phone account is reasonably available for the purpose, which might occur, for example, in connection with an activity that involves District-supervised travel away from school grounds).
- Messaging a student through (1) a student's personal social media account or other non-District personal internet account that is known to be accessed by the student; or (2) a student's personal phone account (or the equivalent, such as a personal virtual phone number), except for messaging to a phone account that is limited to a reasonably necessary safety-related contact or a logistics-related communication that is time sensitive.
- Other electronic voice communications and/or video calls that take place using an account, application, system, or platform that is neither District-provided nor District-approved.
- Communication that occurs using any means or method that violates an express supervisory directive, which may be more restrictive than this Policy.

The following are authorized exceptions to using a means of communication that is identified as being normally inappropriate and normally prohibited:

1. Emergency/exigent circumstances of an imminent and reasonably serious nature, such as an imminent threat to a person's health, safety, or property, and the staff member (a.) limits the extent of the communication to reasonably addressing the exigent circumstances, and (b.) promptly communicates their reliance on this exception to an appropriate supervisor or other District official with relevant oversight responsibility.
2. ~~[Insert the relevant position(s)]~~ **Include as written**—e.g., “Situations in which the appropriate school principal, the District Administrator, or other supervisor or administrator with relevant oversight responsibility] has granted approval for such communication for a limited purpose, including establishing a protocol for the retention of any relevant records and identifying any appropriate accountability practices the staff member will be expected to implement.
3. ~~[If desired, insert any additional exception to the prohibited means of communication.]~~

Accountability Practices

In connection with staff-student communications, **accountability practices** are conditions or actions that are either an inherent part of or used in direct connection with a particular means of communication. Such practices have the purpose of promoting accountability for the staff member and/or avoiding the appearance of impropriety.

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When communicating with a student, a District staff member is required to implement any specific accountability practices that may be mandated by a District policy, an administratively-established rule, or a supervisory directive that applies to the relevant communication.

When no mandate or directive applies, staff members are encouraged to consider and use one or more appropriate accountability practices in connection with a staff-student communication if the staff member determines that the practice in question (1) would not violate any student's confidentiality rights; (2) would not endanger the welfare of the student; and (3) is either necessary or prudent in the interests of transparency, accountability, or the avoidance of an appearance of impropriety.

The following are examples of **accountability practices** that might be implemented in connection with communication that occurs between a staff member and one or more students:

{Editor's Note: The examples in the following list can be modified.}

- Communicating in a reasonably open setting (e.g., where the communication or interaction is, or easily can be, observed by others)
- Using group (rather than one-to-one) communication when practicable.
- Including one or more other staff members, supervisors, administrators, and/or parents/guardians as additional recipient(s).
- Communicating in a manner that is planned with and approved by a relevant supervisor or administrator.
- Communicating at a time, in a manner, and for a purpose that is known to the student's parent or guardian, the staff member's supervisor, and/or other relevant administrator.
- Arranging for an appropriate witness to be present during an in-person meeting or conversation that occurs in a private or confidential setting.
- Using a means of communication that creates a District record of the communication.
- Promptly documenting and disclosing an unusual or concerning staff-student communication event after the fact (e.g., disclosing the situation to a supervisor or other administrator and/or to the student's parent or guardian).
- Using a means of communication that, for the given purpose, is consistent with widely-used and accepted practices in school-related settings such that the approach is likely to align with the expectations of a reasonable parent, guardian, or other caregiver.
- [Continue the list with any additional accountability practices the district wishes to identify.]

[Insert if desired: "Not all of the examples listed above are appropriate for every situation. For example, it would not be appropriate to use a group communication or to conduct a conversation in a public/open setting in situations where it is appropriate, or even necessary, for the District to provide a student with a confidential and private setting for the protection of the student's own rights and welfare."]

Time and Location for Staff-Student Communications

Regardless of the specific content and specific method of a staff-student communication that occurs when a staff member is acting in the staff member's official, District-authorized capacity, District staff members are expected to consider and use sound judgment regarding the impact of time and location on the appropriateness of such communications. For example:

- Unless addressing emergency/exigent circumstances using the exception defined in the previous section of this Policy, a communication that constitutes or back-and-forth messaging that closely resembles a direct, person-to-person conversation, whether occurring in-person or by electronic means, can be inappropriate based solely on the time of day at which the interaction occurs—particularly during night or overnight hours (and assuming the student is not actively participating in a late-night, overnight, or early morning District-sponsored program or activity).
- Location is often a critical consideration particularly for in-person staff-student communications.

Retention and Provision of Records of Staff-Student Communications

{Editor's Note: The policy mandate in section 118.07(7)(a) of the state statutes does not require the local policy to address or cover this issue. This section of this sample can be treated as optional.}

Except to the extent consistent with a District-adopted records retention schedule or as authorized by an administrator who serves as a legal custodian of District records, District staff may not delete or destroy any record of a substantive communication with a student that was sent or received in connection with the staff member's official, District-authorized capacity. If any such communication with a student occurs through a non-District electronic system or application that is not accessible to the District's custodian(s) of records, the staff member should, to the extent feasible and consistent with student record confidentiality, forward a complete electronic copy of the relevant record to a District-controlled system, application, or account. If forwarding an electronic copy of any such record is not feasible, then the staff member is expected to seek additional direction regarding appropriate retention of the record the appropriate school principal or another supervisor or administrator who has relevant oversight responsibilities.

To the extent permitted by law, the District may ask or direct a staff member to provide the District with records of communications with students that are not in the District's possession and that have a reasonable nexus to the staff member's District role and to the District's legitimate supervisory, managerial, and educational interests. A refusal to reasonably comply with such a directive may, in appropriate circumstances, constitute a basis for adverse consequences.

Addressing Inappropriate Communication Initiated by a Student

{Editor's Note: The policy mandate in section 118.07(7)(a) of the state statutes does not require the local policy to address or cover this issue. This section of this sample can be treated as optional.}

If a student initiates communication with a District staff member using an inappropriate means of communication and there are no emergency or exigent circumstances that require otherwise, the staff member should redirect the student to an appropriate means of communication, including by responding to the student using an appropriate method.

If a District staff member receives any communication from a student that a reasonable person would perceive as crossing appropriate staff-student boundaries or as being otherwise inappropriate in content, the staff member shall promptly report the communication to a supervisor, school principal, or other District official with relevant oversight authority. As District officials deem necessary or appropriate, an administrator may initiate consequences for the student and may advise or directly assist the staff member with an appropriate response or other follow-up, which could include actions such as:

1. Contact with a parent or guardian.
2. A statement that the student's communication to the staff member was inappropriate or addressed matters that are outside the boundaries of the staff member's responsibilities.
3. A directive that the student is expected to refrain from initiating similar communications with the staff member in the future.
4. Identification of appropriate means and content of communication that the student should use moving forward.

Consequences for Inappropriate Staff-Student Communications

Staff members who communicate with a student in violation of the law, this Policy, other District policies or rules, or applicable supervisory directives, are subject to a range of disciplinary and non-disciplinary consequences that will be determined based on the District's assessment of the nature and seriousness of the violation/misconduct. For example:

1. Possible disciplinary consequences for employees include but are not limited to a formal reprimand, a disciplinary reassignment, an unpaid suspension, contract nonrenewal, termination of a specific District-authorized role, and/or termination of employment.
2. Possible disciplinary consequences for non-employees who are subject to this Policy include but are not limited to a formal reprimand, suspension from or the termination of a District-authorized role (e.g., as a volunteer), and/or the termination or nonrenewal of contracts (if any).

Examples of possible non-disciplinary consequences include a notice of performance expectations and the provision of evaluative feedback or other performance ratings.

Consequences may be structured with or without special conditions, such as a requirement to complete specific training or re-training or a notice/directive that prohibits an individual from being present on District property or at certain District-sponsored events or activities.

For purposes of applying consequences under this Policy:

- A District employee shall be considered an employee under this Policy whether acting in connection with any District role(s) that the individual has as an employee or in connection with any additional role(s) the individual may have as a District volunteer.
- Unless prohibited by law, consequences for a District student who violates this Policy while serving in the capacity of a District employee or District volunteer may include non-academic school-related consequences, up to and including possible expulsion from school. However, the imposition of such school-related consequences for a violation of this Policy shall be reserved for situations that involve serious misconduct.

As required by law or as otherwise deemed appropriate to the situation, the District may also refer or report matters relating to inappropriate communications (whether substantiated or alleged) to law enforcement, the Department of Public Instruction, Child Protective Services, or other governmental authorities. Nothing in this Policy alters any person's mandatory reporting obligations that are established under any law.

Definitions and Policy Application

1. In this Policy, "**student**" means an individual who is any of the following:
 - a. An individual who is enrolled in or who attends **any** public, private, or tribal school at the secondary (i.e., high school) level or lower (e.g., an elementary school), whether the school is within or outside of the District and regardless of the age of such individual.
 - b. An individual who is enrolled in or who attends a home-based private educational program, as defined under state law.
 - c. Under age 18 and a participant in any District-sponsored class, program, or activity that is offered for children and other school-age youth.
2. A student is considered a student under this Policy, rather than a District-authorized volunteer, if the student is enrolled in the District and engages in service opportunities within the District which are not generally available to non-students and during which time the student is subject to District supervision as a student.
3. If an individual is **both** a current student (as defined above) **and** a current District employee or District-authorized volunteer, then for purposes of applying this Policy:
 - a. Such an individual is considered a student in connection with the content of any communication that occurs between that individual and any non-student District staff member (i.e., even if the communication occurs in connection with such individual's employment or volunteer capacity).
 - b. Such individual is considered an employee or volunteer, as applicable to the individual's non-student role, when the student is acting in their official employment or volunteer capacity and communicating with any other student.

4. For purposes of applying this Policy, a District-authorized intern or District-authorized student-teacher or other clinical, practicum, or fieldwork student shall be classified as a District-authorized volunteer unless such an individual receives a wage or salary from the District.

Communications with Students when Not Acting in a District-Authorized Capacity

The District recognizes that there are many potential scenarios in which a District staff member may communicate or otherwise interact with a student when the staff member is **not** acting in the staff member's District-authorized capacity, including many such situations in which the staff member is instead acting in connection with a legitimate non-District relationship or other legitimate non-District social or community connection that the staff member has to the student (for example, as a parent or other relative of the student or through a non-District community organization). The standards and expectations that this Policy establishes for staff-student communications that occur when a staff member is acting in the staff member's official, District-authorized capacity do **not** directly apply to communications that occur entirely outside of that official capacity. For example, the District is in no way purporting to constrain a staff member who is a parent of a student from privately messaging their child(ren) using personal accounts.

However, and very importantly, communications and other interactions between a student and a District staff member that occur outside of the staff member's official, District authorized capacity are subject to the limitation that where there is a sufficient nexus between the circumstances surrounding the staff member's conduct and the staff member's District-authorized role(s) and responsibilities, the District may still impose lawful consequences for the conduct. For example, the District often retains evaluative, remedial, and potentially disciplinary interests in such conduct if the conduct (1) unreasonably harms or endangers the health, safety, welfare, or property of any person; (2) undermines a staff member's ability to be effective in his/her District role(s); (3) is disruptive to District operations, programs, or activities; (4) jeopardizes the District's educational mission; (5) is contrary to a lawful supervisory directive; or (6) is unlawful.

~~If desired, insert as a clarification of this section~~ **Include:** "Stated another way, nothing in this Policy shields a staff member from lawful, District-imposed consequences if the staff member has engaged in inappropriate conduct that (1) occurred outside of the staff member's official, District-authorized capacity and/or outside of the staff member's scope of employment or scope of services; and (2) sufficiently triggers the nexus-based evaluative, remedial, and potentially disciplinary interests identified in the previous paragraph. Further, for the avoidance of doubt, statements and rules in this Policy that establish that certain communicative conduct is inappropriate and prohibited when it occurs in a staff member's official capacity do not, in any way, equate to the substantively different statement that the relevant conduct is appropriate or acceptable in other contexts."

Administrative Responsibility and Authority under this Policy

The District Administrator or an administrative-level designee is responsible for ensuring that the District takes reasonable steps to make District staff members aware of this Policy.

STAFF COMMUNICATIONS WITH STUDENTS

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~~[Insert if desired]~~ **Include:** *"The District Administrator and other supervisors and administrative officials with relevant oversight authority are authorized to (1) develop and provide further guidance for staff members regarding the application of this Policy; (2) identify additional examples of inappropriate and prohibited content in staff-student communications; (3) identify additional methods of communication that are deemed District-authorized and appropriate; (4) expressly direct specific staff members to not engage in specific staff-student communications or to not use particular methods of communication that, in the absence of such a directive, would normally be considered appropriate; (5) establish requirements for the use of specific accountability practices; (6) make decisions regarding possible exceptions as authorized by the Policy; and (7) issue other rules or directives related to staff-student communications, which may be more restrictive than this Policy."*

Legal References:

Wisconsin Statutes

[Section 48.981](#)

[mandatory reporting of child abuse and neglect]

[Section 115.31](#)

[requirements to report certain substantiated or suspected misconduct by school district employees to the Department of Public Instruction]

[Section 118.07\(6\)](#)

[requirement to immediately notify pupil's parent or guardian of sexual misconduct by a school staff member and other potential victimization affecting the parent's or guardian's child]

[Section 118.07\(7\)](#)

[requirement to adopt policy on appropriate communication between an employee or volunteer and students; related training mandate]

[Section 175.32](#)

[mandatory reporting of threats of school violence]

[Section 948.072](#)

[crime of grooming a child for sexual activity]

[Section 948.098](#)

[crime of sexual misconduct by a school staff person or volunteer]

[Section 995.55](#)

[limitations on district access to personal Internet accounts of employees and students]

Federal Laws

[47 U.S.C. §§254\(h\) and 254\(l\)](#) [Children's Internet Protection Act (CIPA); implementing regulations at [47 C.F.R. §54.520](#)]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

This policy refers to purchase approvals using non-federal funds. Federal Funds must follow the federal purchasing approval guidelines.

One-time purchases made up to \$1,000 shall not require approval, purchases from \$1,001 to \$10,000 require approval from the Director of Business Services, purchases \$10,001 to \$15,000 require approval from the Executive Director of Operations, purchases \$15,001 to \$24,999 require the approval of the District Administrator and purchases made in excess of \$25,000 shall be individually approved by the Board. Purchases over \$5,000 shall be based on quotations, advertised bids and/or other evidence that competitive pricing has been sought. Exceptions to purchasing approvals shall be made for the following:

- a. Textbooks, books, and instructional materials
- b. Replacement parts for existing equipment or if the value of the replacement parts are estimated to be less than fifty percent (50%) of the total value of the existing equipment.
- c. Cooperative Educational Service Agency (CESA) contracts
- d. Professional service contracts/agreements
- e. State of Wisconsin or other national purchasing contracts
- f. Emergency circumstances jointly recommended to the Board President by the District Administrator and the Business Manager and approved for exemption by the Board President.
- g. Purchases from Fund 21 (non-taxpayer funds).
- h. Competitive pricing is not available from other vendors.
- i. Purchases approved by the Director of Business Services under special circumstances (Examples include invoices from local and state government agencies).
- j. Expenditures committed by an IEP team

Technology equipment purchases shall require approval from the Building/Department Administrator and the Director of Technology.

A monthly report shall be provided to the Board of Education that lists purchases made under any of the approved exception categories.

The District reserves the right to reject any or all formal bids or informal quotations, to waive technicalities, to make adjustments in specifications or quantities and/or to make selections based on best interests of the school district.

The Director of Business Services shall bid out major district services no more than every 5 years based on a schedule kept by the business office.

Legal Ref.: Sections 66.0901 Wisconsin Statutes

Cross Ref.: 672, Purchasing
 672.3, Cooperative Purchasing
 780, Insurance Management
 851-Rule, Sales Advertising
 Exception
 933, Construction Contracts, Bidding
 and Awards

Adoption Date: 10/11/82

Revised: June 2024

 June 2025

Business Services Contracts

Year	Service
Year 1 (starting 2026)	Banking & Legal
Year 2 (starting 2027)	Audit Services (Wipfli agreement ends 2028), HVAC, and Transportation
Year 3 (starting 2028)	Food Service
Year 4 (starting 2029)	Copiers
Year 5 (starting 2030)	Financial Advisors

USE OF SECURITY CAMERAS AND ELECTRONIC MONITORING EQUIPMENT

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{This sample policy establishes parameters and baseline expectations for the placement and use of electronic monitoring/surveillance equipment for purposes of safety, security, and accountability within the school district, including addressing the retention of and access to any recordings or other data/records. This sample also includes a section that reflects one possible approach to the issue of authorizing audiovisual recording on the interior of school buses and other vehicles that are used for student transportation services, as directly affected—with respect to school buses—by section 347.446 of the Wisconsin Statutes. The sample also specifies optional conduct rules for students and employees.}

In pursuit of School Board goals related to safety, security, and accountability, the Board authorizes the District's lawful placement and use of video surveillance and other electronic monitoring equipment on District property and/or in connection with District programs, operations, and services. Any such placement and use shall not conflict with any express restriction or prohibition included in with this Policy. This Policy is not intended to grant or create any expectation of privacy as to any time or location where a person would not already have an enforceable expectation of privacy to be free from such surveillance or monitoring.

Subject to this and other District policies and rules, information that the District obtains through the use of the District's surveillance/electronic monitoring equipment may be used by the District for lawful purposes.

Regular Surveillance Activities

Regarding the electronic monitoring equipment that the District uses for surveillance purposes on an ongoing and reasonably regular basis:

- The equipment may be placed and used in locations where individuals do not have a legally-enforceable expectation of privacy to be free from the applicable surveillance and monitoring. For example:
 - Video surveillance and monitoring may be used in areas such as (1) common areas and other shared spaces within District buildings, such as hallways, entryways, libraries, gymnasiums, cafeterias, and, unless exceptional considerations apply, rooms that are regularly used as classrooms; (2) District parking lots; and (3) outdoor District facilities.
 - Subject to **["the separate section of this Policy, below"]** that specifically addresses limited authorization for certain audiovisual recording of the interior of vehicles used for student transportation services, vehicles that are owned, leased, borrowed, or contracted by the District may be equipped with electronic monitoring equipment that is lawfully used by officials, employees, and other agents as a safety, security, or accountability measure.
- No camera, video recorder, or similar device that is capable of recording, capturing, or transmitting images or video shall be placed or operated as electronic monitoring equipment under this Policy in any restroom, locker room, or other designated changing area where it would be reasonably expected that individuals may be in a state or full or

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partial undress such that a person's intimate body parts or a person's normally-covered undergarments may be exposed to view. This express restriction on electronic monitoring equipment in such locations is in addition to the restrictions that are established in the Board's separate policy regarding the use of cell phones and other recording devices in locker rooms and similar locations.

- Any audio surveillance functions/capabilities of such electronic monitoring equipment shall be **disabled** unless enabled use in the specific context is expressly authorized either by the Board or, if not in conflict with a Board decision or directive, by the District Administrator. Board authorization includes authorization established in this Policy or in another Board Policy.
 - The Board/administrative authorization requirements of the preceding paragraph are not directed at the lawful use of a device or other equipment that captures/transmits and that may also record audio of a specific communication when such use occurs by an official, employee, or agent of the District who is a party to the specific communication or who is acting with the prior consent of a party to the communication. However, such use as a party or with the consent of a party may be separately restricted or prohibited by applicable law or by an applicable by District policy, work rule, or supervisory directive.
 - The Board expressly authorizes the lawful use of equipment that transmits and that may also record audio (1) as part of the verification procedures for controlling building access and obtaining visitor identification (e.g., for a visitor arriving at a building entry to contact and communicate with District staff); or (2) to temporarily provide actively-monitored supervision of a room/area in a District building in a manner that is consistent with building-based operational procedures and that is announced or otherwise reasonably identified to the individuals being supervised (e.g., school office staff activating audio supervision of a classroom while the teacher temporarily steps out).
- The Director of Technology shall periodically review the placement and use of District-controlled electronic monitoring equipment that is currently in use and shall approve the placement and planned use of any newly-added equipment. No employee or agent of the District may unilaterally place/install electronic monitoring equipment on or in any District property without appropriate administrative authorization and oversight.
- If state or federal law requires posting or other form of notice as a condition to the operation of the applicable equipment in a particular setting, then the Director of Technology shall be responsible for ensuring that such notice requirements have been addressed. Even when not required by law, the District Administrator or his/her administrative-level designee may authorize, direct, or approve postings or other steps intended to inform people that their conduct may be monitored and/or recorded.

The District does not intend to have employees or other agents who are normally and regularly assigned to directly observe and immediately assess and respond, on a real-time basis, to activity that is captured using electronic monitoring equipment. Accordingly, no person should

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rely on the District having real-time awareness of or being able to provide a real-time response to any incident or occurrence that might be captured by such equipment.

Special Surveillance Operations

There may be circumstances in which the District has an interest in conducting or enabling surveillance or monitoring that involves the placement and use of electronic monitoring equipment on a special and limited basis, such as in connection with the investigation of reported, alleged, or suspected misconduct or a particular safety or security concern. Any request or proposal to use any electronic monitoring equipment for such a limited, specific-purpose operation shall be presented to the District Administrator or School Board in advance. Acting in consultation with law enforcement and District legal counsel as needed, the District Administrator or Board may authorize (or prohibit) a special-purpose operation.

Audiovisual Recordings of the Interior of Vehicles Used for Student Transportation

1. **School Buses.** The Board expressly authorizes the lawful use of electronic monitoring equipment that creates audiovisual recordings of the interior of any school buses owned, leased/rented, borrowed, or contracted by the District. Depending on the equipment that is available and any situation-specific legal restrictions, such authorized recording may include the recording of **video, audio, or both**. As to any such recordings that are made while a school bus is being used, under District direction and oversight (including by a contracted arrangement), to transport students to and from school or to or from any school-sponsored activities, the recordings are subject to the notice, use, and confidentiality restrictions identified in section 347.446 of the state statutes and to all other applicable laws.
2. **Non-School Bus Vehicles Used as an Alternative Method of Student Transportation.** The placement and use of any electronic monitoring equipment on the interior of non-school bus vehicles that are being used by or under the direction and oversight of the District (including by a contracted arrangement) as an alternative method of student transportation pursuant to section 121.555 of the state statutes are subject to all applicable requirements of this Policy. For example, as further addressed in a separate section of this Policy, any audio recording functions/capabilities of electronic monitoring equipment that might be available for general surveillance/monitoring purposes within such vehicles must be disabled unless the Board or District Administrator has granted express authorization for the use of audio recording in the specific context.
3. **Service by Chartered Motor Bus, Common Carrier, or Taxi.** To the extent the District arranges to provide student transportation for a co-curricular or extracurricular activity using a chartered motor bus that is not a school bus, any use of audiovisual recording equipment that is located on or in the motor bus shall occur pursuant to the policies and procedures and at the discretion and control of the charter carrier unless a District contract with the charter carrier provides otherwise. This paragraph shall also be applied to any student transportation that the District may arrange by common carrier or by a licensed taxi service.

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4. ***Application of this Section.***

- a. The terms and conditions of the use of any audiovisual recording equipment on a school bus or any non-school bus vehicle used as an alternative method of student transportation under section 121.555 that is owned and operated by a contracted, non-employee provider of student transportation services shall normally be addressed in the relevant contract or in an addendum thereto. However, to the extent not in conflict with or if not otherwise addressed in the relevant contract for transportation services, **The Executive Director of Operations** may approve the contractor's operation of such equipment in contracted vehicles on behalf of the District in a manner that is consistent with this Policy and with applicable legal requirements, including any applicable restrictions regarding the use and retention of any such recordings. Further, except as otherwise expressly addressed in a relevant contract, a contractor may operate optional equipment that monitors the exterior of a vehicle for safety and related purposes at the contractor's own discretion.
- b. By addressing and, in some contexts, granting express policy-based authorization for certain audiovisual recording to occur in the interior on school buses and/or other vehicles used for student transportation, the Board is neither requiring the use of such surveillance and monitoring practices nor requiring that the use or non-use of such practices must be uniform with respect to all applicable vehicles and specific vehicle uses.
- c. This section of this Policy is not intended and shall not be applied to prohibit the lawful use of electronic monitoring equipment in connection with any vehicles, any specific vehicle uses, or specific equipment or equipment uses that are not expressly addressed in this section. The other, more general sections of this Policy apply to any such other use of electronic monitoring equipment related to vehicles that are subject to the District's policy authority and oversight.

Access to Records and Records Management

The District Administrator or his/her administrative-level designee shall establish protocols for the proper retention of audiovisual media and other data that is captured by or from District-controlled electronic monitoring equipment for possible future access and review. The protocols shall be consistent with the District's records retention obligations, including any formally-adopted retention schedules that the District has adopted. Retention protocols shall account for audiovisual media and other data that has been accessed or reviewed for a specific purpose (e.g., to evaluate an incident) or that becomes subject to a litigation hold, specific records request, subpoena, or similar situation. Until such media or other data is deleted or purged at an appropriate time, the District shall maintain at least one copy that remains unaltered and unedited.

The **Director of Technology** shall be the primary individuals who have authority to access and view audiovisual media and other data captured by the District's surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view

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such media, with any restrictions/limitations that are appropriate to the specific circumstance. Acting in consultation with a designated legal custodian of District records, the primary individuals may also provide access to a recording or other surveillance data to law enforcement officials provided that the District official granting such access determines that the disclosure is either (1) required by law; or (2) legally permissible and in the District's best interests. No official, employee, or agent of the District may access or view such media or other data, or grant access to another person, unless they have (1) appropriate authorization or approval, and (2) a legitimate purpose for doing so.

Prohibited Conduct

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) is subject to possible disciplinary action, up to and including possible expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses electronic monitoring equipment, recordings, or transmissions without authorization or in a manner that is inconsistent with applicable law, this Policy, or any other Board policy or regulation.

Policy Applicability

This Policy addresses Board authorization and various parameters related to electronic monitoring equipment that is placed and used by officials, employees, or other authorized agents of the District primarily for purposes of safety, security, and/or accountability. This Policy does not address or cover the use of devices that capture, record, or transmit audiovisual content or other data primarily for other purposes, such as instances in which authorized employees or other agents of the District record or livestream/transmit (1) a specific District event (e.g., a fine arts performance, athletic contest, graduation ceremony, Board meeting, or other public meeting) or (2) a specific classroom activity or school activity (e.g., for an authorized educational purpose).

Legal References:

Wisconsin Statutes

Subchapter II of Ch. 19	[public records and official property, including information on retention schedules and contractor records]
Section 118.125	[state student records law]
Section 175.22	[privacy in locker room policy]
Section 340.01(56)	[school bus defined for purpose of state transportation statutes]
Section 347.446	[audiovisual recording on school buses; notice requirements and restrictions on use and confidentiality]
Section 942.08	[invasion of privacy]
Section 968.31	[unlawful interception of wire, electronic or oral communications]

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[Section 995.50](#)

[right of privacy]

Wisconsin Administrative Code

[Chapter Trans 300](#)

[regulations governing transportation of school children, including equipment standards]

Federal Laws and Regulations

[20 U.S.C. §1232g](#)

[student education records under the federal Family Educational Rights and Privacy Act (FERPA); implementing regulations found at [34 C.F.R. Part 99](#)]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

732-Rule

Sample Rule 1

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Review of Proposals to Authorize Operation of a Drone within District Programs or Activities for an Educational Purpose

The administrative approval of a proposal or request to operate a drone within a District program or activity for an educational purpose is a discretionary decision. Authorization for any such operation of drone must be requested and obtained prior to the proposed operation of any drone(s).

A proposal or request to operate a drone within a District program or activity for an educational purpose **shall be denied** if any of the following apply::

1. Assuming the proposal would involve the outdoor operation of a drone for an educational purpose under the federal rules that apply to recreational flying, the requester fails to clearly identify or confirm all of the following to the satisfaction of the approving administrator:
 - a. The specific set of safety guidelines, developed by a qualifying community-based organization (CBO), under which the proposed drone operations will occur. Possible examples include the guidelines of the Academy of Model Aeronautics (AMA) or the guidelines of the Flite Test Community Association (FTCA).
 - b. That any supervising adult who provides instruction related to the operation of a drone and/or who may be called upon to directly intervene in the operation of a drone, as well as all persons who will operate the drone will have passed and will carry confirmation of passage of the applicable aeronautical knowledge and safety test.
 - c. That the proposal is strictly limited to operations for a qualifying educational/recreational purpose.
 - d. That the location in which the drone operations will occur has been identified/confirmed as "Class G" (uncontrolled) airspace, as designated by the FAA.
2. The proposal would involve the operation of a drone outdoors before sunrise or after sunset, unless it is conclusively shown to the satisfaction of the approving administrator that the applicable CBO safety guidelines being followed address night flight as contemplated by the proposal and that the operations can reasonably comply with the applicable guidelines.
3. The proposal would involve the operation of a drone, of any weight, directly above or otherwise unreasonably proximate to any person, not directly participating in the operation of the drone, who is not protected by a covered structure. Unreasonably proximate means near enough that, taking into account, the weight and safety features of the drone, the drone operation would pose an undue hazard, including in the event of a loss of control of the aircraft for any reason.

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4. The proposal would involve the operation of a drone directly above or otherwise unreasonably proximate to (a.) unprotected vehicles (including moving vehicles), **or** (b.) any structures or other property on District grounds that would be vulnerable to unacceptable damage in the event of an accidental collision with the proposed drone.
5. The proposal would involve the operation of a drone from, or occurring above, non-District property (including other public property) where permission has not been obtained from the property owner **or** where the operation from or above non-District property would occur directly above, or otherwise unreasonably proximate to, any unprotected person who is not directly participating in the operation of the drone, any unprotected vehicles, or any other property or structures to which the drone would pose an undue hazard.
6. The proposal would involve the operation of a drone without the presence of a knowledgeable District employee or other responsible adult who is acting as a District-authorized supervisor of the activity and the participants.

As to any drone operations for an educational purpose that are authorized by an administrator, the adult(s) acting as the supervisor of the activity on behalf of the District are responsible for implementing the activity in a manner that does not involve a violation of the above-stated parameters that lead to the denial of requests/proposals.

Additional factors that would generally weigh **against** the possible approval of a proposal to operate a drone for an educational purpose include the following:

1. The primary purpose of the proposed drone operation would be to photograph or otherwise record people (due to both safety and privacy concerns).
2. Any proposed operator of a drone is not at least **13 years old**.
3. Any drone that would be operated under the proposal is not equipped with propeller guards, although the size of the drone and other specific circumstances of the proposed use will be considered in applying this factor.

Factors that would generally weigh **in favor of** approval of a proposal to operate a drone for an educational purpose include the following:

1. A clear educational objective for the project or activity has been identified that goes beyond a desire to simply capture images or video for creative purposes.
2. Indoor or outdoor operations are proposed to occur under supervised and well-controlled conditions, including in an area that, for the duration of the activity, has been specifically and exclusively designated for the flight of the drone(s) and that would be unlikely to be materially damaged in the event of an accidental collision with the drone. An example would be a large field, not presently being used for other activities, that allows for both room to operate the drone as well as an identified buffer zone.

GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

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3. For any proposal to operate a drone indoors, there is an established set of written safety guidelines that will apply to the activity. (See above regarding requirements for guidelines for outdoor drone operations.)
4. The drone that would be operated, inclusive of all cargo and attachments, would weigh not more than **10 pounds** if operated outdoors or not more than **2 pounds** if operated indoors.
5. The drone(s) proposed to be used are District-owned and District-maintained.
6. The District is able to confirm that District liability and property damage insurance applies to the proposed drone operations.

Responding to the Unauthorized, Dangerous, or Unlawful Operation of a Drone

If a drone is being operated (or if a person is intending or attempting to operate a drone) on or above District property or in connection with the District-sponsored event or activity in a manner that is, or that appears to be, in violation of District policy, inconsistent with any approval given by the District, or in a manner that is (1) careless or reckless, (2) imminently dangerous or damaging to persons or property, (3) materially interfering with how District-controlled property is currently being used, (4) invasive of a person's privacy, or (5) otherwise potentially unlawful, then an administrator or another District employee or authorized agent of the District may take such action as is reasonable to address and alleviate the situation, including any of the following:

1. Identifying the operator of the drone and requesting the person to cease the activity.
2. Temporarily or indefinitely suspending a District activity that is being affected by the operation of the drone.
3. Referring the incident for further administrative or supervisory evaluation and response, including possible disciplinary action.
4. If the drone is being operated from District-owned or District-controlled property, informing the operator that the operation of the drone is not authorized and must immediately cease. A person in possession of, operating, or attempting to operate a drone in an unauthorized or unlawful manner may be denied admittance to or ejected from such property by any administrator or by a designated staff member or other responsible adult who is acting on behalf of the District as an on-site supervisor at the time of the incident.
5. Taking pictures or video of a drone, of any drone registration number, or of the drone's operations to assist with the documentation of specific concerns.
6. Contacting law enforcement or federal regulatory personnel. Contacting local law enforcement can be particularly appropriate whenever there is a concern with trespass, disorderly conduct, reckless conduct, actual injury or actual property damage, privacy violations, harassment, or other violation of state law.

GUIDELINES RELATED TO UNMANNED AIRCRAFT (DRONES)

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Adoption Date:

USE OF UNMANNED AIRCRAFT (DRONES)

Policy 732

Sample Policy 2

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Definition

For purposes of this Policy, an unmanned aircraft, or drone, is defined as any powered, aerial vehicle that does not carry a human operator that (1) when operated outdoors, is subject to federal regulation as an unmanned aircraft, including as a “model aircraft”; or (2) uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely.

General Restrictions and Prohibitions

Except for certain drone operations that are conducted by public protective services agencies or law enforcement officers who are engaged in their official duties, section 114.045 of the state statutes prohibits any person from operating a drone, from any location, without the express authorization of the District in each of the following circumstances:

1. Over a property owned by the District when the property is being used for an event approved by the School Board, including but not limited to any District-sponsored activity.
2. Over a property on which a District school is located during periods when the relevant school is open to students for instruction.

Unless express, advance authorization is granted by the District pursuant to this Policy, the District additionally prohibits the operation of a drone, whether indoors or outdoors, if any one or more of the following applies to the situation:

1. By any person who is located on District property.
2. As part of or by a person who is actively participating in a District-sponsored program or activity.
3. By any official, employee, or authorized agent (e.g., a District-approved volunteer) of the District who is acting in their official capacity or within the scope of their District-designated duties or responsibilities.
4. By a student who, when operating the drone, is at school or otherwise under the supervision of a school district authority.
5. By a contracted service provider while the individual or entity is rendering services to the District.

Requests for Authorization to Operate a Drone

Requests for authorization to operate a drone as an exception to section 114.045 and/or to any of the prohibitions established in this Policy shall be made in writing.

1. District employees and other authorized agents of the District shall submit such requests either to their direct supervisor, to the principal of the school to which the request is relevant, or to the Office of the District Administrator.

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2. Students shall submit such requests either to the Principal of the student's school or to the Office of the District Administrator.
3. All other persons shall submit such requests to the Office of the District Administrator.

The person making the request shall provide such information as the District may deem necessary to evaluate the request (e.g., the date, time, location, and general purpose of the proposed drone operation; the identity of the individual(s) who will operate the drone; and, as applicable, whether the drone(s) will be operated under the Federal Aviation Administration's rules for recreational operation or under the FAA's Part 107 rules).

The requester is responsible for verifying that the request was received as intended.

Responding to Requests for Authorization

In addition to the Board and to any District authorization that is provided by contract, the following individuals may authorize (or deny authorization for) the operation of a drone as an exception to section 114.045 and/or to any of the prohibitions established in this Policy:

1. The District Administrator; or
2. Provided the request is not a request to operate a drone for an educational purpose within a District-sponsored program or activity (which shall be decided by the Board or the District Administrator):
 - a. The **Executive Director of Operations**, in the absence or unavailability of the District Administrator.
 - b. The **Director of Business Services**, in the absence or unavailability of both other administrators.

The administrator who approves or denies a request for authorization, or such person's designee, shall respond to a request that is subject to section 114.045(1m)(b)1 of the state statutes, as further described above (operation over District property), within **5 business days**. Internal requests that raise approval issues beyond section 114.045, such as a request for authorization to operate a drone as part of a District-sponsored program or activity or in connection with an employee's or agent's district-assigned duties and responsibilities, are not subject to the 5-day deadline. If deemed necessary or appropriate, the District's response may be that the request has been denied but may be given further review.

To the extent permitted by law, a request for authorization to operate a drone under this Policy shall be deemed denied unless it is expressly approved.

Any District authorization to operate a drone that was issued as an exercise of District discretion may be subject to conditions specified by the District and may also be withdrawn. After any withdrawal of authorization has been communicated to the appropriate party, the party shall cease all affected drone operations.

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Special Exceptions for Certain Governmental Operations

The United States armed forces, the national guard, and any public protective services agency and their authorized personnel, including federal, state, and local law enforcement officers and fire and rescue personnel, who are lawfully operating a drone in their official capacity for an authorized governmental purpose (as determined by state and federal law) are not subject to the above restrictions. Further, to the extent it may be required, such entities and their authorized personnel have School Board authorization to operate drones from and/or over District property for such purposes pursuant to this paragraph of this Policy. However, the District appreciates advance coordination and advance communication regarding any such operations that are of a non-emergency or non-essential nature.

Additional Conditions and Consequences

District permission or authorization to operate a drone that is given to any non-District third party shall not be construed to involve (1) the transfer of any liability to the District, (2) the waiver of any claims that might be brought by the District, or (3) the waiver of any District immunity from or any defenses to claims that the District otherwise would be permitted to assert. Further, any such third party and the actual operator(s) of such third party's drone(s) are solely responsible for knowing and adhering to all state and federal laws related to the ownership, registration, marking, and operation of the drone(s).

A person who operates a drone or who attempts to operate a drone on or above District property, or in connection with a District-sponsored event or activity, in a manner that violates District policy, that is inconsistent with any approval or authorization given by the District, or that is unlawful is subject to appropriate consequences, including but not limited to possible exclusion from District property or events, possible District-imposed discipline, and/or possible state or federal prosecution or other enforcement actions.

Legal References:

Wisconsin Statutes

Section 114.04	[lawful flight; flying and landing limitations]
Section 114.045	[limitations on operating drones over school property]
Section 114.05	[liability of the owner, lessee, and pilot of an aircraft]
Section 114.09(1)(b)2	[careless or reckless operation of an aircraft prohibited]
Section 114.105	[drone defined; regulation of drones by municipalities and counties generally prohibited]
Section 175.55	[drone defined; limitations on use by law enforcement]
Section 941.292(1)	[drone defined; weaponized drones prohibited]
Section 942.10	[prohibited use of a drone to photograph, record, or observe in locations where person has a reasonable expectation of privacy (other criminal laws may also apply)]

Federal Law

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[49 U.S.C. §44809](#)

[exception for limited recreational operations of unmanned aircraft; per a statutory note, includes some educational purposes]

[14 C.F.R. Ch. I](#)

[federal aviation regulations; generally]

[14 C.F.R. Part 48](#)

[federal aviation regulations; registration and marking requirements for small unmanned aircraft]

[14 C.F.R. Part 89](#)

[federal aviation regulations; remote identification requirements for unmanned aircraft]

[14 C.F.R. Part 107](#)

[federal aviation regulations; operation and certification of small unmanned aircraft systems other than under [§44809](#)]

[FAA Website](#)

[home page for FAA rules, policies, and other significant agency guidance related to Unmanned Aircraft Systems, including Advisory Circular [AC 91-57D](#) (2025)]

Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

Adoption Date:

9–10 Transportation Questionnaire

Summary for 2026–2027 transportation planning

56

completed responses

37

grade 9 students

36

19

grade 10 students

Executive Summary

What the responses show at a glance

91%

are familiar with Policy 751

77%

believe student is not eligible

63%

say student does not qualify

54%

would only use if free

66%

would not pay in advance

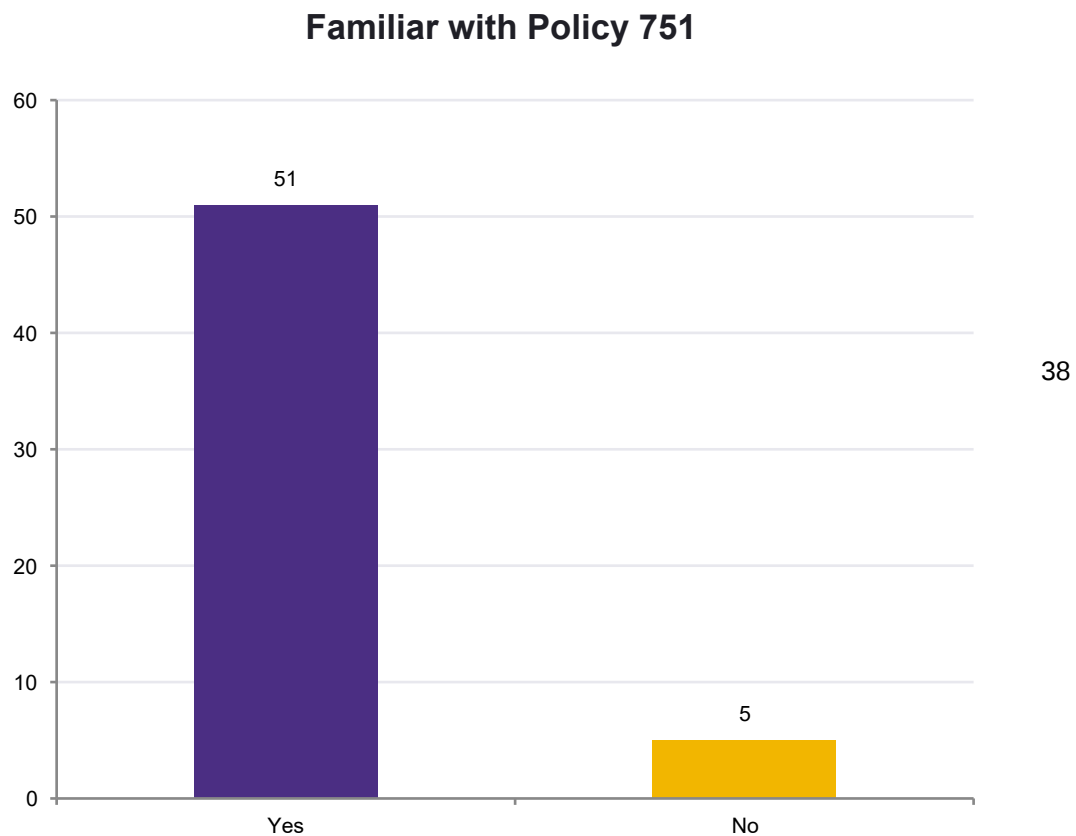
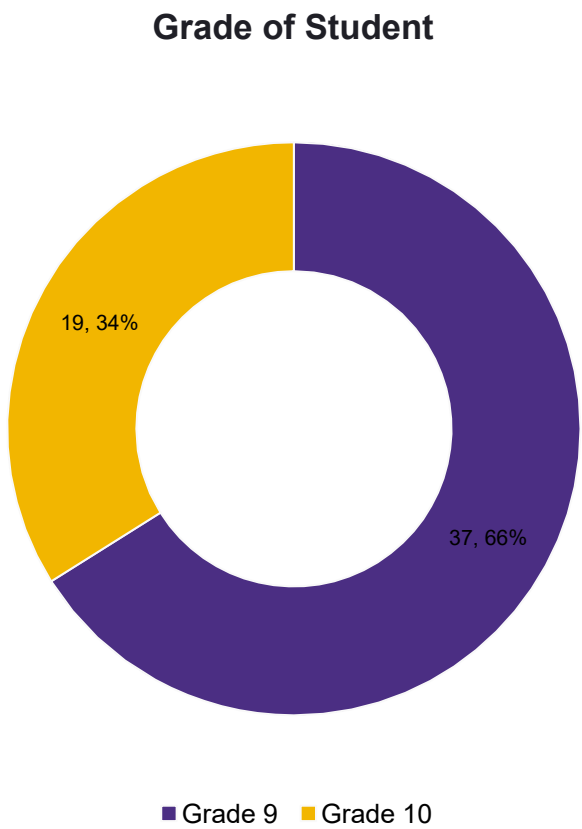
37

Families largely understand the policy, but most respondents are not eligible or are unsure under the high-school distance guideline. Demand exists for transportation, but cost sensitivity is significant. Written feedback centers on safety, winter weather, fairness near the distance boundary, and family work schedules. Flexible models such as one-way, seasonal, or partial-week service may better match family needs.

Source: 56 questionnaire responses from uploaded Excel spreadsheet.

Respondent Profile and Policy Awareness

Response mix and familiarity with School Board Policy 751

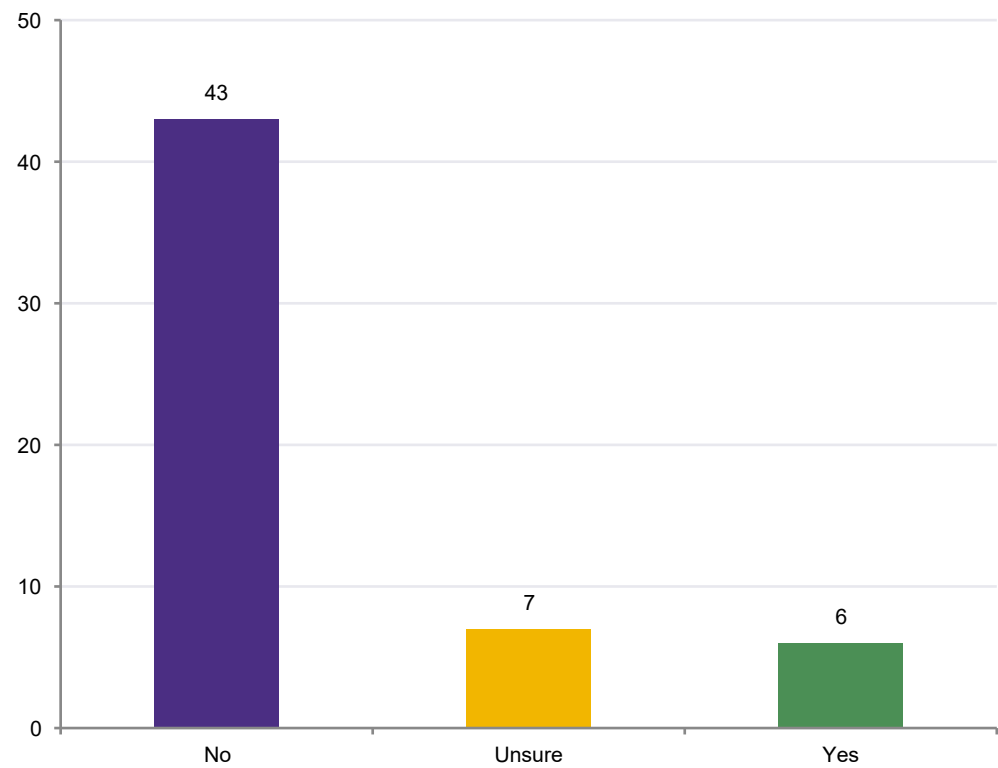


Policy 751 question referenced 1.75 miles from Knightsbridge and South Street for grades 9–12.

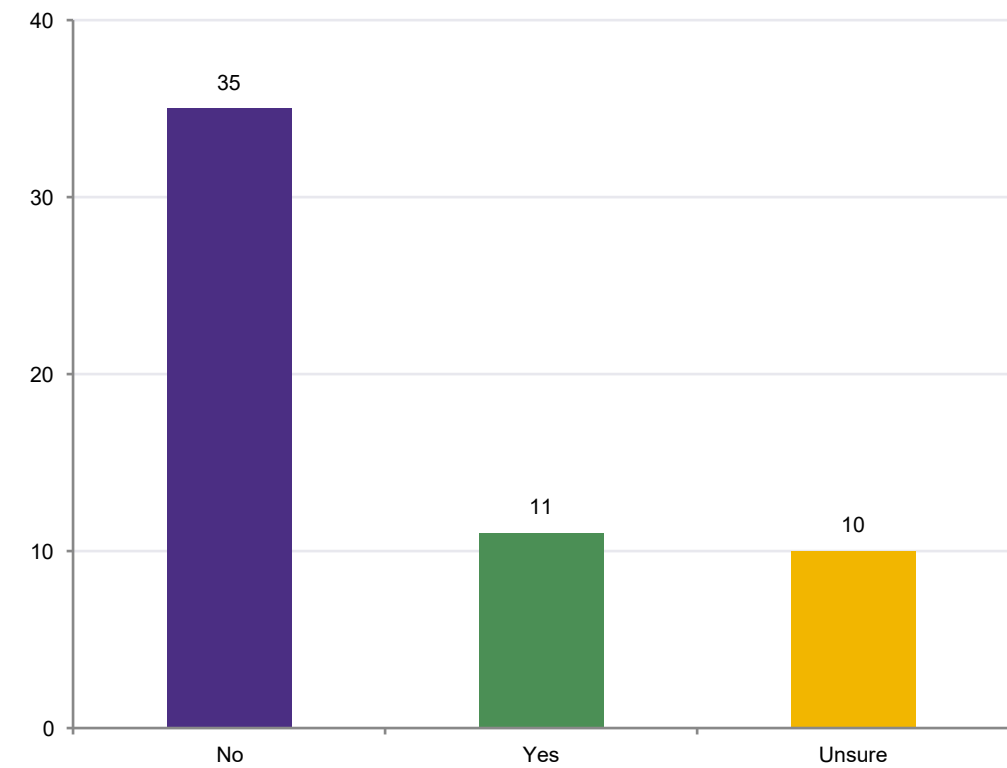
Eligibility Perceptions

Two similarly worded questions show most respondents believe they do not qualify

Do you believe your student is eligible?



Does your student qualify based on guidelines?



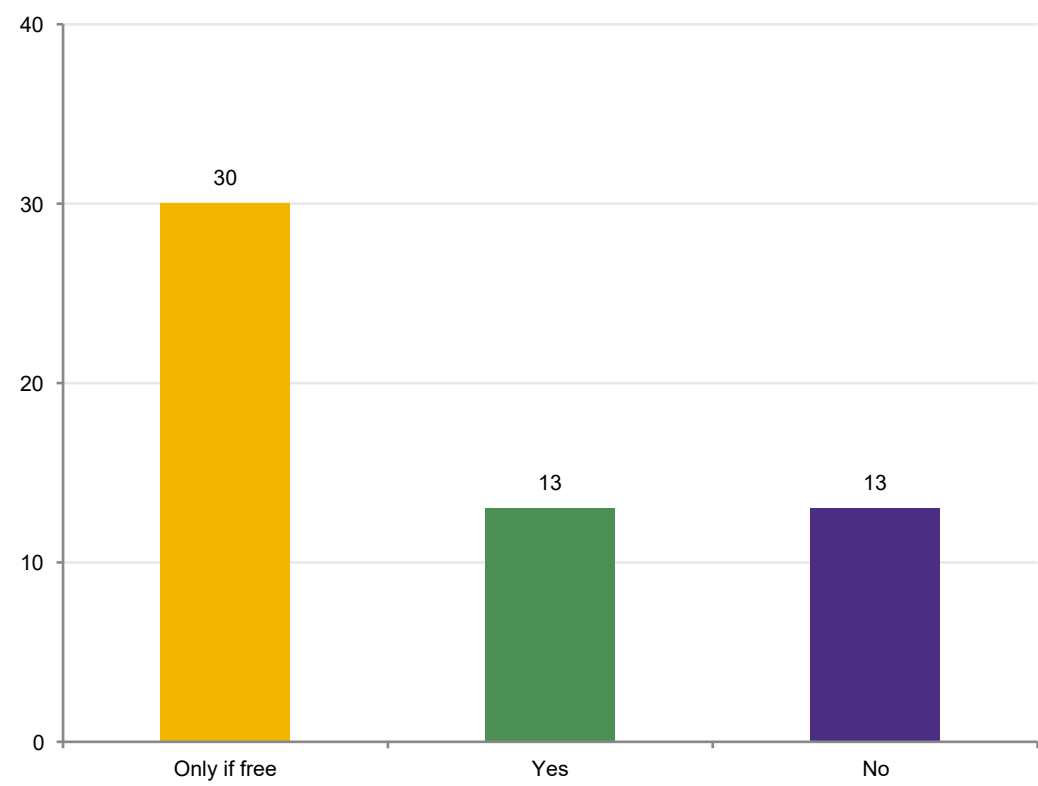
39

Counts shown are raw response totals.

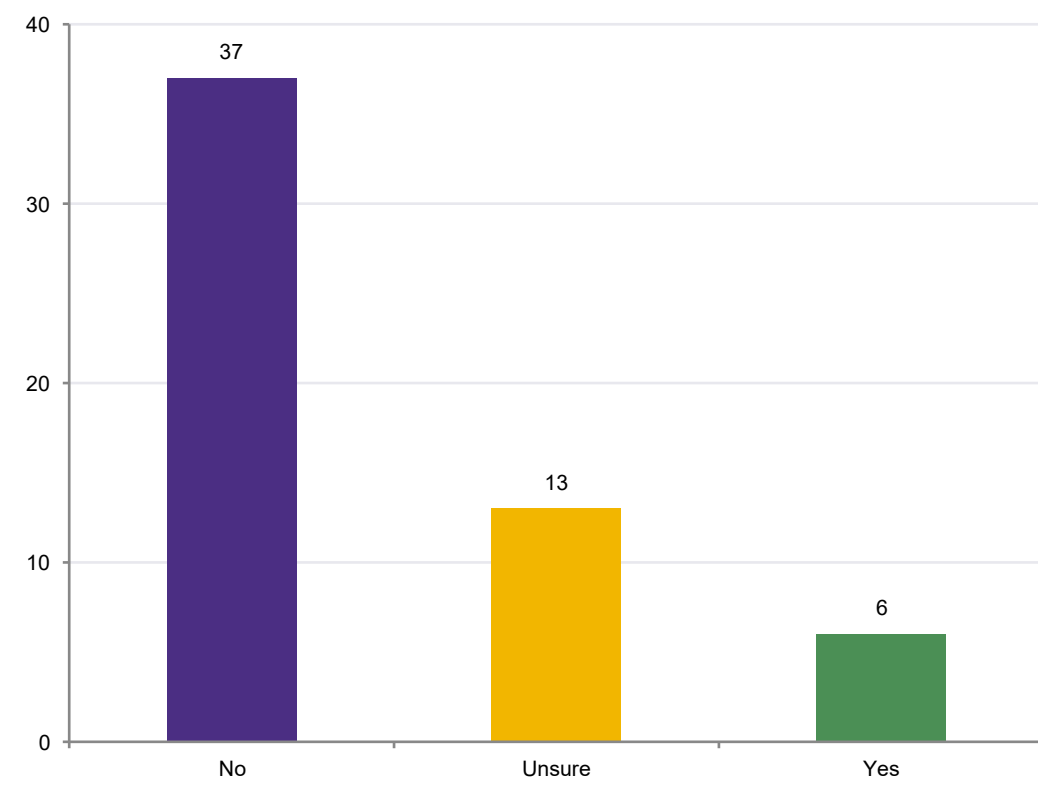
Paid Transportation Option

Interest exists, but willingness to pay up front is limited

Interest in paid transportation



Willing to pay fee in advance

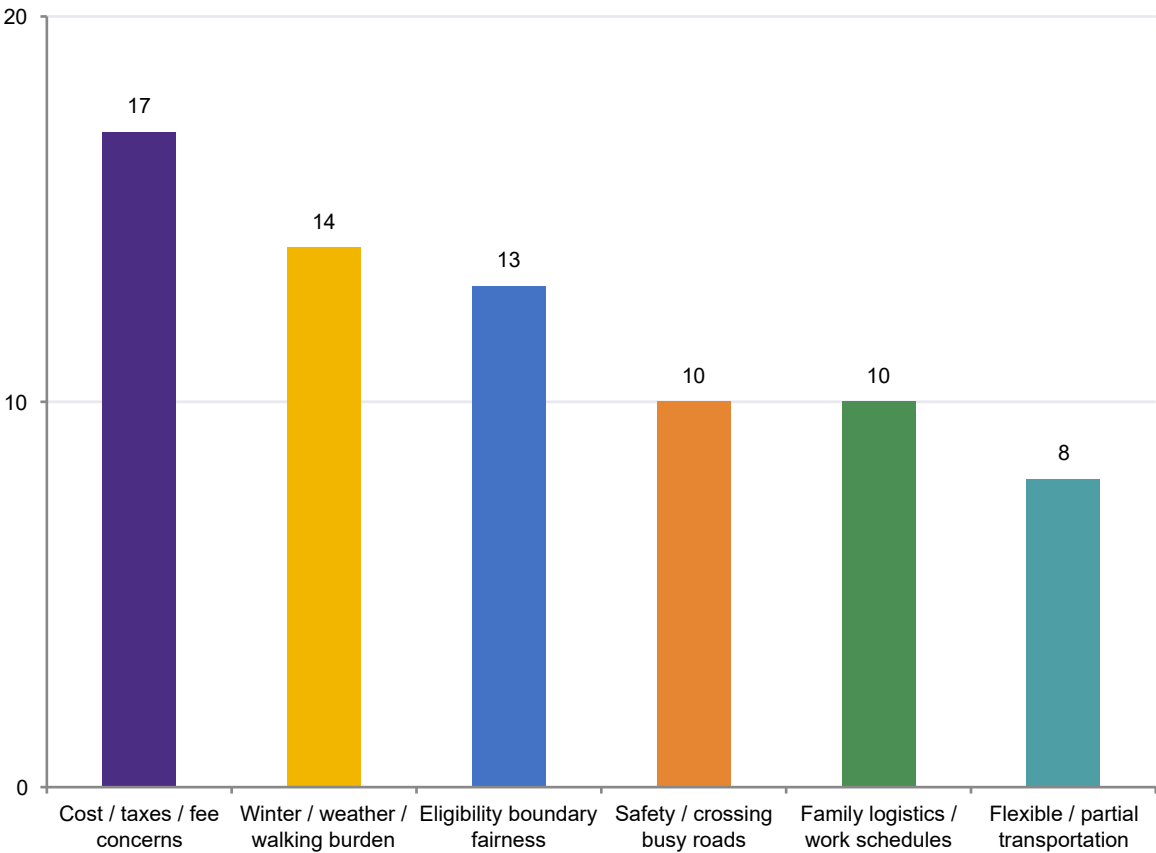


Fee question referenced prior daily rates and noted 2026–2027 fees may vary.

Written Feedback Themes

28 responses included additional written feedback

Most Frequent Themes



Theme counts use keyword grouping across comments; one comment may count in more than one theme.

Key theme readout

Cost and “ already pay taxes” concerns were the most common written theme. Many families flagged winter weather, walking distance, and lack of driver eligibility for 9th and 10th graders. Safety comments focused on crossing Main Street, Highway 19, and busy traffic areas. Several families asked for flexibility rather than a full-year, full-day option.

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Voice of Families

Representative comments from written feedback

“Feel 1.75 miles is a lot.”

“It would be nice to have an option where you don’t have to pay for both directions.”

“Without transportation, this will create a burden... I do not feel it is safe or feasible in winter.”

“I believe students that have to cross Main St should be allowed to take the bus for safety reasons.”

“Can they offer seasonal busing (Nov–Feb)?”

42

Common concerns are practical: winter weather, safe walking routes, family work schedules, and whether a paid model can be flexible enough to be useful.

Quotes lightly selected for readability; original wording retained except shortened with ellipses where noted.

Appendix: Raw Counts

Questionnaire response totals used in the charts

Policy 751 familiarity

Yes: 51 (91%) • No: 5 (9%)

Believes eligible

No: 43 (77%) • Unsure: 7 (13%) • Yes: 6 (11%)

Qualifies by guideline

No: 35 (63%) • Yes: 11 (20%) • Unsure: 10 (18%)

Paid option interest

Only if free: 30 (54%) • Yes: 13 (23%) • No: 13 (23%)

Pay fee in advance

No: 37 (66%) • Unsure: 13 (23%) • Yes: 6 (11%)

Grade mix

Grade 9: 37 (66%) • Grade 10: 19 (34%)

43

Total completed responses: 56. Shares may not add to 100% due to rounding.

Source: uploaded Excel response file.