



Book	Policy Manual
Section	Board approved 1-8-2025
Title	ANNUAL REPORT
Code	po0174.1
Status	
Adopted	June 9, 2008

0174.1 - **ANNUAL REPORT**

The Board of Education Clerk, or an Administrator if authorized in accordance with Board action, shall file with the Department of Public Instruction (DPI) (publish) an annual school district report by September 1st in the format prescribed by the DPI Department of Public Instruction as required by law.

120.18, Wis. Stats.

Revised 1/8/25

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Legal	120.18, Wis. Stats.
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Last Modified by Jennifer Bower on November 26, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	EDUCATIONAL PROGRAM/EDUCATIONAL OBJECTIVES
Code	po2131
Status	
Adopted	June 9, 2008
Last Revised	November 14, 2018

2131 - EDUCATIONAL PROGRAM/EDUCATIONAL OBJECTIVES

In fulfillment of the District's mission to provide a quality education for all of the students, the Board believes the mission is being accomplished when students confirm that they have achieved the following educational goals.

Academic Skills and Knowledge

- A. Basic skills including the ability to read, write, spell, perform basic arithmetical calculations, learn by reading and listening, and communicate by speaking and writing.
- B. Argue persuasively.
- C. Knowledge and understanding in curricular areas identified by the Wisconsin Academic Standards.
- D. The skill and attitudes that will further lifelong intellectual activity and learning.
- E. Knowledge in computer science, including problem-solving, computer applications, and the social impact of computers.

Vocational Skills

- A. An understanding of the range and nature of available occupations and their required skills and abilities.
- B. Preparation to compete for entry-level jobs not requiring postsecondary school education.
- C. Preparation to enter job-specific vocational training programs.
- D. Positive work attitudes and habits.

Citizenship

- A. An understanding of the basic workings of all levels of government, including the duties and responsibilities of citizenship.
- B. Commitment to the basic values and history of our government.
- C. The skills to participate in political life.
- D. An understanding of the function of organizations in society.
- E. Knowledge of the role and importance of biological and physical resources.
- F. Knowledge of State, National, and world history.

G. An appreciation and understanding of different value systems and cultures.

H. An understanding, at all grade levels, of human relations, particularly with regard to American Indians, Black Americans, ~~and~~ Hispanics, **Hmong Americans, and Asian Americans.**

Personal Development

A. The skills needed to cope with social change.

B. Knowledge of the human body and the means to maintain lifelong health, including:

1. knowledge of the theory and practice of physical education, including the development and maintenance of physical fitness.
2. knowledge of the nutritive value of foods, as outlined in the Dietary Guidelines of Americans, and knowledge of the role of a nutritious diet in promoting health, preventing chronic disease, and maintaining a healthy weight
3. knowledge of physiology and hygiene, the effects of controlled substances consistent with ch. 961 and alcohol upon the human system, symptoms of disease and the proper care of the body. No student may be required to take instruction in human growth and development, human sexuality, reproduction, contraception, if his/her parent files with the teacher or principal a written request that the student be exempted.
4. awareness about drug abuse, including prescription drug abuse, and prevention.

C. An appreciation for artistic and creative expression and the capacity for self-expression.

D. The ability to construct personal ethics and goals.

E. Knowledge of the prevention of accidents and promotion of safety on the public highways, including instruction on the relationship between highway safety and the use of alcohol and controlled substances under ch. 961.

F. The skills needed to make sound decisions, knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances consistent with chapter 961 and knowledge of the available community youth suicide prevention and intervention services. Instruction shall be designed to help prevent suicides by students by promoting the positive emotional development of students.

G. Knowledge of effective means by which students may recognize, avoid, prevent and halt physically or psychologically intrusive or abusive situations which may be harmful to students, including child abuse, sexual abuse, and child enticement. Instruction shall be designed to help students develop positive psychological, emotional, and problem-solving responses to such situations and avoid relying on negative, fearful, or solely reactive methods of dealing with such situations.

The Board believes that all students in this District will be able to demonstrate these learnings at a level that is commensurate with their age and capabilities.

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Legal

118.01, Wis. Stats.

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	DISTRICT-SPONSORED TRIPS
Code	po2340
Status	
Adopted	June 9, 2008
Last Revised	October 25, 2023

2340 - DISTRICT-SPONSORED TRIPS

The Board recognizes the value of organized trips or other excursions away from the classroom as a valuable part of the District's educational programming and a valuable opportunity to obtain additional educational experiences not offered directly in the curriculum offerings. These opportunities occur in four (4) primary forms addressed in this policy: (a) field trips; (b) extra-curricular/co-curricular program-related trips; (c) overnight trips; and (d) other District-sponsored trips.

Field Trips

The Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. For purposes of this policy, a field trip shall be defined as any planned journey by one (1) or more students away from District premises, which is under the supervision of a professional staff member, approved by the Administration and furthers or supplements an integral part of a course of study as planned for and incorporated into that course of study by the teacher. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. cultivate new interests among students;
- C. help students relate school experiences to the reality of the world outside of school;
- D. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- E. afford students the opportunity to study real things and real processes in their actual environment.

Out-of-state field trips that do not include an overnight stay must be approved by the Administration.

Extra-Curricular/Co-Curricular Trips

The Board recognizes that student trips will occur for reasons that are not directly incorporated into the curriculum as part of a class, but rather are part of the extra-curricular/co-curricular activities offered by the District. For example, a District athletic team may travel to away games, or take a trip to an out-of-town tournament. Any such trips must be identified at the beginning of the activity for the school year, or for the particular season. Extra-curricular or co-curricular trips shall be approved by the Administration and athletic director in accordance with the same procedures used for approving field trips. In cases where such advance notice is not possible (such as travel to State tournament competition), the staff member responsible for such activity shall notify the athletic director and building administrator of the activity and pertinent information.

Extra-curricular trips that extend to an overnight stay are considered overnight travel, other than WIAA athletic teams participating in State tournaments/meets.

Overnight Travel

Overnight travel is defined as a field trip that involves one or more overnight stays. ~~Overnight travel includes foreign travel.~~ The District views overnight travel outside of the District related to the curriculum/program as an adjunct to that curriculum/program. As such it is an important feature of the overall educational program. The District recognizes the importance of overnight travel outside of the District to amplify and enhance studies that occur in the schools' classrooms through unique enrichment opportunities that are not available locally. Overnight travel shall first be approved by the Principal and Superintendent in accordance with the District's overnight travel guidelines, and then must be submitted to the Board for final approval.

If a trip impacts a student missing school days and could exceed a cost of \$1000 per individual student, Board approval a minimum of two (2) months prior to the excursion is required. All School District curricular or co-curricular trips which exceed two (2) overnights which are out-of-state shall be approved in advance by the Superintendent and the board informed.

Other District-Sponsored Trips

Other District-sponsored trips shall be defined as any planned, student-travel activity which is approved as part of the District's total educational program, but not a part of a particular course and not expressly connected to an established extra-curricular/co-curricular activity. These trips may include such trips as summer trip programs, youth service trips, and other types of day trips that are organized by or through school staff or facilitated in some fashion through the District.

Trip Approval Process

No staff member may offer or lead any trip as a District-sponsored trip unless the trip has been approved in the manner prescribed in this policy.

General Trip Provisions

Students may be charged fees for District-sponsored trips. Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Board or Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip.

A professional staff member shall not change a planned itinerary while the trip is in progress, except where the health, safety, or welfare of the students in the staff member's charge is imperiled or where changes or substitutions beyond their control have frustrated the purpose of the trip.

In any instance in which the itinerary of a trip is altered, the professional staff member in charge shall notify the administrative superior immediately.

Trips Not Sponsored by the District

No staff member, volunteer, coach, or other individual acting in some capacity for the District may solicit students of this District to participate in any trip not sponsored by the District unless that staff individual has received approval of the principal to promote such trips within the facilities or on the school grounds. This includes summer trips abroad or other trips offered through a third-party organizer in which a staff member, volunteer, coach, or other individual acting in some capacity for the District is participating, as well as athletic activities outside the District's athletic program.

If approval is granted to solicit students to participate, that individual must clearly communicate to parents that the trip is not District-sponsored and that that individual is not participating within the staff individual's role representing the District. Coordination and/or participation in such a program shall be consistent with Policy 3210 - Staff Ethics/Policy 4210 - Support Staff Ethics.

Transportation for Field and other District Sponsored Trips

It shall be the policy of the Board of Education to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The District shall assume transportation costs for a certain number of approved field trips.

It may assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.

It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a fee may be assessed to cover the cost of the driver and fuel.

All field trips shall be supervised by members of the staff. All other District-sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.

Revised 12/15/14

Revised 11/13/19

Revised 1/8/25

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Legal 121.54(7), Wis. Stats.

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	
Adopted	June 9, 2008

3120.08 - **EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES**

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors who are not members of the professional staff. Subject to and consistent with ~~any applicable terms of a collective bargaining agreement~~ and WIAA rules and guidelines, such part-time employees may be members of the District's support staff or individuals from the community or nearby areas.

The Board authorizes the Superintendent to recommend candidates for employment by the Board.

The Superintendent shall ~~establish administrative guidelines to ensure~~ **require** that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs an employment contract which includes the conditions of employment, compensation arrangements, and contract termination procedures. There must also be verification that a satisfactory background check has been conducted by the District through appropriate State agencies or other applicable means.

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	EMPLOYMENT OF SUBSTITUTES
Code	po4120.04
Status	
Adopted	June 9, 2008
Last Revised	October 25, 2023

4120.04 - **EMPLOYMENT OF SUBSTITUTES**

The Board of Education recognizes its responsibility to procure the services of substitute support staff in order to prevent the interruption of the operation of the schools.

The names of potential substitute personnel and the positions in which they may substitute shall be maintained by the Substitute System Manager.

Proper certification shall be on file if the position requires certification. A satisfactory background check shall be conducted consistent with Policy 4121 - Criminal History Record Check and Employee Self-Reporting Requirements.

Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when conflict of interest is involved.

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

Revised 1/8/25

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Legal 118.19, Wis. Stats.
P.I. 3.03(8), Wis. Adm. Code

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330
Status	
Adopted	June 9, 2008
Last Revised	November 8, 2023

5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication were not administered during school hours, or ~~the child is disabled and~~ a student with disabilities requires medication to benefit from ~~their~~ the student's educational program.

For purposes of this policy, the following definitions shall be used:

"Practitioner" shall include any physician, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Medication" shall include all drugs including those prescribed by a practitioner and any nonprescription drug products.

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require the written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the EHR (electronic health record) or school office/health room. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored, unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the EHR (electronic health record) or school office/health room. Substances, ~~which that~~ are not FDA approved (i.e., natural products, food supplements), ~~will require the written instruction of a practitioner and the written consent of the parent will not be administered by District staff.~~ Nonprescription drugs that are provided by the parent may be administered by school staff only if they nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, and recommended therapeutic dosage in a legible format, and the student's name. For high school and middle school students only, if a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen,

diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Parents at all levels may fill out a med consent form for non-prescription meds, but they must be supplied by the parent at elementary level or if a liquid or chewable form is needed at the high school or middle school level.

Student Possession of Medication

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

Unless authorized as specified below, students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

High school students may possess and self-administer their own nonprescription medications and prescription medications at school, if the appropriate medication authorization form is filed in the EHR (electronic health record), provided the student is in possession and self-administers in compliance with relevant District policies. Responsible students in grades K-8 may be permitted to possess and self-administer medications after consultation with the school nurse, and parent. Permission must be obtained every school year.

This provision of policy is to be viewed together with the Board ~~policy on Drug Prevention, Policy 5530 -~~ Student Use or Possession of Intoxicants, Drugs, or Paraphernalia.

CBD Products at Schools

No CBD products ~~will be~~ permitted for use at school or at school-sponsored events.

General Provisions

~~The document authorizing the administration of both prescribed medication and nonprescription drug products shall be kept on file in the administrative offices.~~

~~Only medication in its original container, labeled with the date, if a prescription; the student's name; and the exact dosage will be administered. Parents, or students authorized in writing by their practitioner and parents,~~
Parents may administer medication at school or at school-sponsored events.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention and of the Student Code of Conduct. Student Use or Possession of Intoxicants, Drugs, or Paraphernalia

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

Any bus driver, staff member or volunteer, authorized in writing by the Superintendent or a principal, is immune from liability for their acts or omissions in administering medication including, but not limited to glucagon and epinephrine, unless the act or omission constitutes a high degree of negligence and, in the case of any staff member or volunteer who administers glucagon or epinephrine, the staff member or volunteer contacts emergency medical services as soon as practicable after administering the drug. Such immunity does not apply to health-care professionals.

~~All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.~~

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and **has been delegated by the school nurse** ~~the delivery is under the supervision of a licensed nurse~~, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a health care professional, shall be required to administer medications that are administered by means other than oral ingestion.

Any staff member or volunteer who, in good faith, renders emergency care to a student is immune from civil liability for their acts or omissions in rendering such emergency care.

Any administrator or principal who authorizes an employee or volunteer to administer a nonprescription drug product or prescription drug to a student is immune from civil liability for the act of authorization unless it constitutes a high degree of negligence or the administrator or principal authorizes a person who has not received the required Department of Public Instruction training to administer the nonprescription drug product or prescription drug to a student. School nurses, as District employees, are regulated by the Wisconsin Nurse Practice Act and are therefore not necessarily immune from civil liability.

The school nurse(s) providing services or consultation on the District's Emergency Nursing Services Plan has provided assistance in the development of this policy and will also provide a periodic review of the written instructions, ~~and~~ consent forms, and the Medications Administration Daily Log(s).

Use of Essential Oils

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

Opioid Antagonist Plan

Refer to Board Policy 5330.04 - Administration of Naloxone (Narcan)

Epinephrine Auto-Injectors

Refer to Board Policy 5330.02 - Staff Administration of Non-Student Specific Epinephrine

Revised 7/11/11

Revised 8/27/12

Revised 9/22/14

Revised 5/9/18

Revised 7/8/20

Revised 8/12/20

T.C. 8/11/21

Revised 1/8/25

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Legal
118.29, Wis. Stats.
118.291, Wis. Stats.
118.292, Wis. Stats.
118.2925, Wis. Stats.
121.02, Wis. Stats.
PI 8.01(2)(g)
Wis. Admin. Code N 6.03
2009 Wisconsin Act 160

Last Modified by Jennifer Bower on November 26, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	CLASS RANK
Code	po5430
Status	
Adopted	July 10, 2024

5430 - **CLASS RANK**

The Board acknowledged that students may need their computed class rank for reasons related to post-secondary opportunities, including the Academic and Technical Excellence Scholarships, and the University of Wisconsin Guaranteed Admission Program.

The Board authorizes a system of class ranking, by grade point average, for students following the completion of grades 9, 10, 11, and 12 ~~in grade(s) 9-12~~.

The Superintendent shall develop procedures for the computation of grade point averages and the assignment of class rank to implement this policy which shall include:

- A. a statement of the methods for such computation and assignment to be made available for those to whom a student's grade point average or rank in class is released;
- B. how pass/fail grades are calculated in the GPA.

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Legal	39.41, 118.58, Wis. Stats. Wis. Admin. Code HEA 9.05
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Last Modified by Jennifer Bower on December 3, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	GRADUATION REQUIREMENTS
Code	po5460
Status	
Adopted	June 9, 2008
Last Revised	September 11, 2024

5460 - **GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student must earn twenty-eight (28) credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Physical Education	1.5 credits
Personal Financial Literacy	0.5 credits (Class of 2028 and beyond)
Electives	13 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student graduating prior to 2028 must also have participated in curriculum relating to financial literacy in order to earn a diploma.

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in 115.28(7)(e)1,

Wis. Stats.) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

Graduation Credit as a Middle School Student

The Board permits students in 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in any subject area meeting the requirements under this policy.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received however the grade and class may not be factored into the students' high school grade point average.

The Board directs the Superintendent to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The Superintendent shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

Additional Diploma Options

Board resolution adopted September 14, 2022, permits students to earn credit by demonstrating competency. If a student meets the criteria established, the course will be listed on the student's high school transcript and be used to meet the requirements for high school graduation.

The Superintendent shall develop procedures for how students may qualify for credit under this process.

The Board authorizes the Superintendent to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451 - Program or Curriculum Modifications)

The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

Students With Disabilities

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements) (see Policy 5460.01 - Diploma Deferral).

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The Superintendent and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public

Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the Superintendent, and the principal.

Revised 1/26/15

Revised 11/13/19

Revised 12/9/20

Revised 9/14/22

T.C. 9/18/23

Revised 9/11/24

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Legal

Wis. Admin. Code PI 18 - PI 5

115.28, 118.30, 118.33, Wis. Stats.

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	ACADEMIC HONESTY
Code	po5505
Status	
Adopted	May 8, 2024

5505 – ACADEMIC HONESTY

The Board values honesty and expects integrity in the District's students. Violating academic honesty **expectations** erodes the trust between teachers and students as well as compromises the academic standing of other students. So that each student **learns the skills being taught, and** is judged solely on their own merits, the Board prohibits any student from presenting someone else's work as their own, using artificial intelligence platforms in place of one's own work, providing unauthorized assistance to another student, and cheating in ~~all its forms~~ **any manner**.

All school work submitted for the purpose of meeting course requirements must be the individual student's original work **or the original work of a group of students for group projects**. It is prohibited for any student to unfairly advance their own academic performance or that of any other student. Likewise, no student may intentionally limit or impede the academic performance or intellectual pursuits of other students.

Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results ~~from that are the product of~~ an artificial intelligence (AI) platform as one's own **where the use of AI was not specifically allowed by the teacher as part of the assignment**;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else **or using technology** when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others **for academic gain or advantage**;
- L. intentionally accessing another's work for the purpose of presenting it as one's own **for academic gain or advantage**;
- M. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- N. distributing or receiving questions from quizzes, tests, assessments, etc.

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct.

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

All teachers will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in District schools regarding academic integrity.

Students who violate this policy are subject to disciplinary consequences.

Parents shall be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Student and/or parent appeals of disciplinary consequences resulting from violation of this policy may be made within five (5) business days to the Principal whose decision shall be final. If the Principal was the staff member responsible for the disciplinary consequence being appealed, then student and/or parent appeals should be directed within five (5) business days to the Superintendent whose decision shall be final.

A summary of this policy shall be included in the Student Handbook and the Employee Handbook.

Revised 01/08/2025

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Legal 118.01, 118.164, 120.12, Wis. Stats.

Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	SUSPENSION AND EXPULSION
Code	po5610
Status	
Adopted	June 1, 2008
Last Revised	March 13, 2024

5610 - **SUSPENSION AND EXPULSION**

The Board of Education recognizes that exclusion from educational programs of the School District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules.

SUSPENSION

For purposes of this policy, "suspension" shall be the short-term exclusion of a student from a regular District program.

The Superintendent, any principal, or a teacher designated by the Superintendent may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days, or ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.

The suspension must be reasonably justified based upon the grounds authorized under Sec. 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or Board rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The Superintendent, any principal, or a teacher designated by the School Superintendent shall suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school shall be entered in the student's record as required by the rules adopted by the Board concerning the content of the student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with an administrator, the Superintendent or designee, who shall be someone other than a principal, administrator, or teacher in the suspended student's school, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record shall be removed if the Superintendent finds that: the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The administrator, Superintendent or designee shall make a finding within fifteen (15) days of the conference.

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work shall be completed pursuant to the procedures established by the Board.

In the event a student is classified as Homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion shall mean the Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. Administration has the right to consider abeyance for first time offenders.

The Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, shall be administered at the discretion of the Superintendent who shall have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the Superintendent to have been violated. The decision to revoke a student's conditional enrollment shall be explained in writing. The student or student's parent may request a conference with the Superintendent within five (5) school days of a decision to revoke early reinstatement. The Superintendent shall meet with the student and/or parents within five (5) school days of a request. The Superintendent's decision is final.

The Superintendent may designate another School District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the School District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the Board shall be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the Superintendent will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the Board shall provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of ~~Sec.~~ 120.13(1) (c)4, Wis. Stats.

Early reinstatement will be considered at the discretion of the board (Sec. 120.13(1)(h)(am), Wis. Stats.)

An expelled student or, if the student is a minor, the student's parent(s) may appeal the Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as homeless, the building principal shall consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District shall proceed with expulsion proceedings as outlined in this policy.

Revised 6/9/08

Revised 12/14/15

Revised 12/13/17

Revised 8/14/19

T.C. 8/25/23

Revised 1/8/25

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Legal

119.25, Wis. Stats.

120.13, Wis. Stats.

18 U.S.C. 921(a)(3)

20 U.S.C. 7151

42 U.S.C. 11431 et seq.

Last Modified by Jennifer Bower on December 9, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	New Policy - ALTERNATIVES TO EXPULSION AND ABEYANCE PLAN
Code	po5610.03
Status	

New Policy - Vol. 33, No. 2

5610.03 - ALTERNATIVES TO EXPULSION ~~AND RE-ENTRY PLANS~~ ABEYANCE PLAN

Pre-Expulsion Conference

In lieu of taking certain disciplinary cases to an expulsion hearing before the Board, the Superintendent may conduct a pre-expulsion conference with the student and parent. The meeting will be scheduled during the student's initial suspension. Participation in this process to avoid an expulsion hearing is voluntary. If the student and the parent of a minor student refuse to participate, the Superintendent may instead move forward with the expulsion hearing.

Disciplinary cases that may be taken to a pre-expulsion conference include the following:

- A. being under the influence, or in possession of alcohol as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- B. being under the influence, or in possession of small amounts of marijuana or any other illegal drug as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- C. being in the possession of drug paraphernalia (as defined by local, State, and Federal statutes) as a first-time offender while on school premises, while in any Board-owned or contracted vehicle, or at school-sponsored activities;
- D. repeated refusal to obey Board Policy or school rules;
- E. other conduct that meets the criteria for potential expulsion, but which the administration believes is appropriately addressed through a pre-expulsion process and appropriate ~~re-entry~~ abeyance plan.

Conduct specified above may still, at the discretion of the Superintendent, be referred to the Board for an expulsion hearing without providing for the option of pre-expulsion procedures described in this policy.

If a pre-expulsion conference is held, the conference shall be scheduled by the administration for the purpose of exchanging facts related to the incident, ensuring the rights of the student and parent, making a decision concerning the incident, and establishing an ~~re-entry~~ abeyance plan for the student in lieu of expulsion. The pre-expulsion conference, conducted by the Director of Pupil Services, will include the following:

- A. a presentation by the building administrator outlining the school rule violations and evidence supporting the allegations;
- B. an opportunity for the student and/or parent to present testimony on their behalf;
- C. a review of the stipulations of the facts of the incident;
- D. a discussion to determine the willingness on the part of the student and parent to accept a voluntary opportunity to avoid expulsion; and

- E. an agreement by the student and parent, if the student is less than eighteen (18) years of age, to complete a re-entry abeyance plan.

Re-entry Abeyance Plan

For any student who participates in this expulsion alternative process, the Superintendent/Director of Pupil Services, in collaboration with appropriate administrators and professional staff, shall create an abeyance plan for the student for re-entry to school. The plan shall be designed to address behavioral concerns involved in the circumstances and to provide support to the student to mitigate the likelihood of similar conduct recurring. The plan may include the following requirements:

- A. require the student to undertake an alcohol or other drug assessment that must include a urine drug screen, a comprehensive drug/alcohol history, a review of specific adverse consequences resulting from use, full student and parent cooperation with the Board, including the release of information regarding this assessment to the building principal. The student/parent will assume full cost of this drug assessment and subsequent treatment, if recommended;
- B. demonstrate compliance with alcohol and other drug assessment recommendations;
- C. attend an alcohol or other drug class at the expense of the student and or parent;
- D. submit to mandatory, unannounced drug screens as requested by the Principal with the student/parent assuming the cost and presenting the evidence of the screen to the Principal;
- E. participation in mentorship programs;
- F. participation in extra-curricular activity;
- G. participation in community service;
- H. participation in appropriate counseling (ex. anger management/conflict resolution);
- I. restitution;
- J. attendance of all classes;
- K. following all school rules;
- L. restrictions on hall pass and/or parking lot privileges;
- M. refrain from engaging in similar behavior for the remainder of the student's enrollment in the District; and/or
- N. other provisions specific to the student that are designed to achieve the purpose of the plan.

The conditions and timeframe for these conditions will be included in the abeyance plan of re-entry. The student and parent of a minor student will be required to sign the plan at the pre-expulsion conference, signifying their willingness to agree to the stipulations and conditions of the agreement.

If at any time during re-entry period, the parent and/or student choose not to fully participate with all aspects of the re-entry abeyance plan as presented in the pre-expulsion meeting conference, the Superintendent may proceed with an expulsion hearing before the Board. The Board will issue an expulsion hearing notice extending the student's suspension not to exceed a total of fifteen (15) school days as permitted by Wisconsin law.

Any record of the pre-expulsion conference and conditions will be expunged from the student's behavior record if the student does not violate the conditions of the re-entry abeyance plan during the specified time of re-entry. Should there be a records request from another district before the end of the re-entry abeyance period, the record of the pre-expulsion conference and re-entry abeyance plan and conditions will be included in the behavior record.

Students with Disabilities

A manifestation determination review will be conducted in accordance with Board Policy 5605 - Suspension/Expulsion of Students with Disabilities before offering and implementing an re-entry abeyance plan in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504).

If a student with a disability and parent(s) choose not to avail themselves of the option outlined in the re-entry/abeyance plan, the Board will proceed with the expulsion process, in accordance with procedures laid out in IDEA and Board Policy 5605 - Suspension/Expulsion of Students with Disabilities.

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Legal 120.13(1)(e), Wis. Stats.

Last Modified by Jennifer Bower on December 12, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	SEARCH AND SEIZURE
Code	po5771
Status	
Adopted	June 9, 2008
Last Revised	November 8, 2023

5771 - SEARCH AND SEIZURE

The Board has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the Principal to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the ~~District Administrator~~ Superintendent, building principals, assistant principals, and/or School Resource Officer.

Student Person and Possessions

The Board recognizes that the privacy of students or their belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. The Principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever they have individualized reasonable suspicion to believe the student has consumed or is under the influence of an alcoholic beverage while on school premises or while participating in a school-sponsored activity. If the result indicates a violation of school rules as described in the student handbook, the disciplinary procedure described in the student handbook will be followed. If the student refuses to take the test, the Principal will inform the student that refusal to participate implies admission of guilt leading to disciplinary action consistent with the student handbook.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school resource officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance.

Under no circumstances shall a school official ever conduct a strip search of a student.

Except as provided below (Use of Dogs), a request for the search of a student or a student's possessions will be directed to the Principal or an available Administrator. The Principal Administrator shall attempt to obtain the freely-offered, written consent, in writing if possible, of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, the search may be conducted the search without such consent. Whenever possible, a search will be conducted by the Principal in the presence of the student and a staff member other than the administrator conducting the search principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property. Whenever feasible, the Administrator may secure the assistance of a school resource officer in conducting searches.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school an a Administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an a Administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school an a Administrator may proceed with the search. An a Administrator may contact the police liaison school resource officer or law enforcement agency for assistance in conducting a search.

Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator Superintendent, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The Principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator Superintendent, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

The District Administrator Superintendent shall prepare administrative guidelines to implement this policy and shall provide students and staff with written notice of this policy and guidelines at least annually.

Revised 6/9/08

Revised 3/10/14

Revised 12/13/17

Revised 1/8/25

Legal

118.45, Wis. Stats.

118.32, 118.325, Wis. Stats.

948.50, Wis. Stats.

Wisconsin Const. Art. 1 Section 11

U.S. Constitution, 4th Amendment

Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	USE OF DISTRICT CREDIT CARDS
Code	po6423
Status	
Adopted	June 9, 2008

6423 - **USE OF DISTRICT CREDIT CARDS**

The Board of Education recognizes the value of an efficient method of payment and recordkeeping for certain expenses. The Board, therefore, authorizes the use of District credit cards.

Credit cards shall not be used to circumvent the general purchasing procedures established by Board policy. The Board affirms that credit cards shall only be used in connection with Board-approved or school-related activities and that only those types of expenses that are for the benefit of the District and serve a valid and proper public purpose shall may be paid for by credit card. ~~Under no circumstances shall credit cards be used for personal purchases or the purchase of alcoholic beverages regardless of whether the purchase of such beverages is made in connection with a meal. The credit card may never be used to purchase alcohol or personal items or services, nor is the personal gain of credit card rewards such as bonus points, frequent flyer miles, or any other affinity program reward permitted under any circumstances.~~

Inappropriate or illegal use of the credit card and/or failure to strictly comply with the limitations and requirements set forth in the administrative guidelines may result in a loss of credit card privileges, disciplinary action, up to and including termination, personal responsibility for any and all inappropriate charges, including finance charges and interest assessed in connection with the purchase, and/or possible referral to law enforcement authorities for prosecution.

The Board directs the Superintendent to determine and specify those employees authorized to use District credit cards. The Superintendent shall be responsible for giving direction to and supervising such employees' use of District credit cards.

~~The Superintendent/designee shall develop administrative guidelines that specify those authorized to use credit cards, the types of expenses which can be paid by credit card, and their proper supervision and use.~~

Revised 1/8/25

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Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	PROPERTY INVENTORY
Code	po7450
Status	
Adopted	June 9, 2008

7450 - **PROPERTY INVENTORY**

As steward of this District's property, the Board of Education recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records.

The Board shall maintain a continuous inventory of all District-owned equipment at such intervals as will coincide with property insurance renewal.

For purposes of this policy, "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which retains its shape and appearance with use, is nonexpendable, costs at least \$~~100~~5,000 to replace.

It shall be the duty of the Director of Business Services to ensure that inventories are recorded systematically and accurately and property records of equipment are updated and adjusted annually by reference to purchase orders and withdrawal reports.

Revised 1/8/25

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Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	ASSISTIVE TECHNOLOGY AND SERVICES
Code	po7540.05
Status	
Adopted	June 9, 2008
Last Revised	July 11, 2011

7540.05 - **ASSISTIVE TECHNOLOGY AND SERVICES**

Students with disabilities have special challenges and may need assistive technology in order to more fully participate in their classrooms, homes, communities and workplaces. Through the use of assistive technology and services these students will have the opportunity to become more independent and self-reliant.

The Board of Education expects each IEP team to include in ~~their~~ its deliberations the use of assistive technology devices and services to aid students with disabilities. The Board also directs that students who qualify under Section 504 of the Rehabilitation Act be provided with assistive technology ~~devices and services when deemed necessary~~ consistent with the student's 504 Plan.

Students having special needs but not requiring a formal IEP or 504 Plan according to law, which may include but are not limited to migrant students, homeless students, students living with poverty, and English ~~Language~~ Learners, will also be considered for assistive technology devices and/or services.

"Assistive technology device" means any item, piece of equipment, or product system, whether acquired commercially off the shelf, modified, or customized, that is used to increase, maintain, or improve functional capabilities of a child with a disability.

"Assistive technology service" means any service that directly assists a child with a disability in the selection, acquisition, or use of assistive technology devices.

The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize assistive technology resources and assistive technology services.

Assistive technology used in conjunction with a student's Individual Education Plan (IEP) shall be used with any external communication or recording function disabled, except as provided for in the student's IEP.

The Board designates the Superintendent and the Director of Pupil Services as the administrators responsible for initiating, implementing, and enforcing this policy ~~and its accompanying guidelines~~ as they apply to the use of assistive technology and services in the District.

Revised 1/8/25

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Legal	Individuals with Disabilities Act (IDEA) Amendments of 1997 20 U.S.C. 1401 Section 504 Rehabilitation Act of 1973 Assistive Technology Act (P.L. 105 – 394) 1998
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Book	Policy Manual
Section	Board approved 1-8-2025
Title	FOOD SERVICES
Code	po8500
Status	
Adopted	June 9, 2008
Last Revised	April 10, 2024

8500 - FOOD SERVICES

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

The Board shall also provide a breakfast program in accordance with procedures established by the ~~Department of Public Instruction~~ **United States Department of Agriculture (USDA) School Breakfast Program.**

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages as well as to the fiscal management of the program as well as all Federal and State 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 shall 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 shall be limited to food service staff and other authorized persons.

No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area from midnight before to thirty (30) minutes after the end of the instructional day shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food-service program may be vended in accordance with the rules and regulations set forth in 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 is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

Dietary Modifications

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:

- 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 shall request that the student or parent/guardian request that the medical authority supplement the response so that a safe meal can be provided.

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 shall serve as the Special Dietary Accommodation Coordinator: Kaitlin Tauriainen; 1055 Griffiths Lane; 1-920-492-2905 x 1009; ktauriainen@ashwaubenonk12.org

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.

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. 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 shall be provided with an explanation of the basis for the decision. Compliant requests shall be immediately implemented.

~~Substitutions to the standard meal requirements shall be made, at no additional charge, for students who have received, from a health care provider with prescriptive authority in the State of Wisconsin, medical certification that the student's medical condition restricts their diet, in accordance with the criteria set forth in 7 C.F.R. 15b.3. To qualify for such substitutions the medical certification must identify:~~

- ~~A. the student's disability and the major life activity affected by the disability;~~
- ~~B. an explanation of why the disability affects the student's diet; and~~
- ~~C. the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula);~~

For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent or guardian is required.

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 shall 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 Superintendent and shall 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 shall 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 shall be implemented without delay. If the

initial decision is affirmed the decision is final.

- B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall 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 shall 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 shall 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 District Administrator for review. The administrator's determination shall be final.

Modifications Based on Noncompliant Medical Requests

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. 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

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 Board authorizes the following:

A. Fluid Milk Substitution

The School District shall 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

The School District shall 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).

C. General Dietary Preference

The School District shall 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).

IMPLEMENTATION AND DISCONTINUATION

Review

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

Notification

~~Parents will be notified of clarifications needed or approval of a special dietary request.~~

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 shall** contact the Food Service Director by 9:00 a.m. the same day.

Renewing A Special Dietary Request

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

Discontinuation of a Special Dietary Request

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

~~The District may provide a student with a substitute meal without any certification provided that the meal still meets the USDA meal pattern for reimbursement.~~

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.

Students may be permitted to accumulate negative food service account balance as determined by the Superintendent. The Superintendent shall determine the manner of determining permissible account balances by grade level. A student shall be permitted to purchase a la carte items with cash payment.

Students may not be permitted to purchase a meal using a food service account, when the family account is delinquent, but will instead be provided an alternative meal for \$1.00 until the school collects.

The operation and supervision of the food-service program shall be the responsibility of the Child Nutrition Coordinator and the Director of Business Services. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall 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 shall be made by the Director of Business Service. Any surplus funds from the National School Lunch Program shall be used **in a manner permitted by law to support the operation and improvement of the school meal program(s) through allowable expenditures.** Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Bad Debt

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. 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 shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges.

Bad debt is uncollectable/delinquent debt that has been determined to be uncollectable no sooner than the end of the school year in which the debt was incurred. If the uncollectable/delinquent debt cannot be recovered by the School Meals Program in the year when the debt was incurred, then this is classified as bad debt. Once classified as bad debt, non-Federal funding sources must reimburse the NSFS for the total amount of the bad debt. The funds may come from the District general fund, State or local funding, school or community organizations such as the PTA, or any other non-federal source. Once the uncollectable/delinquent debt charges are converted to bad debt, records relating to those charges must be maintained in accordance with the record retention requirements in 7 CFR 210.9(b) (17) and 7 CFR 210.15(b).

Negative Account Balances

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 not to exceed \$15.00 in grade K-5 and \$18.75 in grades 6-12. A student shall not be permitted to purchase a la carte items without sufficient account balance or cash on hand.

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 so that the unpaid charges are not classified as bad debt at the end of the school year. Funding for these meals will come from donated funds.

This information is provided in writing to all households at the start of each year.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The policy will be posted on the District website.

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

With regard to the operation of the school food service program, the Superintendent shall require:

- A. the maintenance of sanitary, neat premises free from fire and health hazards;
- B. the preparation and consumption of food that complies with Federal food safety regulations;
- C. the purchase of foods and supplies in accordance with State and Federal law, USDA regulations, and Board policy (see Policy 1130, Policy 3230, and Policy 4230);
- D. compliance with food holds and recalls in accordance with USDA regulations;
- E. the accounting and disposition of food-service funds pursuant to Federal and State law and USDA regulations;
- F. the safekeeping and storage of food and food equipment pursuant to USDA regulations.

~~No foods or beverages, other than those associated with the District's food service program, are to be sold during food service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs. Any competitive food items and beverages that are available for sale to students a la carte in the dining area from midnight before to thirty (30) minutes after the end of the instructional day shall also comply with the current USDA Nutrition Standards for the National School Lunch and School Breakfast Programs and the USDA Smart Snacks in School nutrition guidelines. Foods and beverages unassociated with the food service program may be vended in accordance with the rules and regulations set forth in 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 is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.~~

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. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf> or <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf> or <https://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/sfa-civil-rights-complaints-procedure-template.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

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

This institution is an equal opportunity provider.

Revised 9/24/12
Revised 4/27/15
Revised 5/10/17
Revised 12/12/18
T.C. 8/11/21
Revised 1/8/25

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SP 32-2015 Statements Supporting Accommodations for Children with Disabilities in the Child Nutrition Programs

SP 59-2016 Modifications to Accommodate Disabilities in the School Meal Program

OMB Circular No. A-87 USDA Smart Snacks in School Food Guidelines (effective July 1, 2014)

Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.

Healthy, Hunger-Free Kids Act of 2010 and Richard B. Russell National School Lunch Act, 42 U.S.C. 1751 et seq.

42 U.S.C. 1758

15.137, Wis. Stats.

93.49, Wis. Stats.

115.34 - 115.345, Wis. Stats.

120.10(16), Wis. Stats.

120.13(10), Wis. Stats.

7 C.F.R. Part 15b

7 C.F.R. Part 210

7 C.F.R. Part 215

7 C.F.R. Part 220

7 C.F.R. Part 225

7 C.F.R. Part 226
7 C.F.R. Part 227
7 C.F.R. Part 235
7 C.F.R. Part 240
7 C.F.R. Part 245
42 U.S.C. Chapter 13

Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	FREE AND REDUCED-PRICE MEALS
Code	po8531
Status	
Adopted	June 9, 2008
Last Revised	November 8, 2023

8531 - FREE AND REDUCED-PRICE MEALS

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

The Board shall provide needy children with breakfast and lunch at a reduced rate or at no charge to the student, as well as free milk for qualifying students.

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

The Board designates the Superintendent and/or Director of Business Services to determine in accordance with Board standards, the eligibility of students for free and/or reduced-price meals.

The schools shall at least once annually close to the beginning of the school year annually notify all families of the availability, eligibility requirements, and/or application procedure for free and reduced-price meals by distributing an application to the family of each student enrolled in the school. The notice shall contain all information required by State and Federal regulation. and 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 reduced program;
- E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

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

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, ~~the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.~~ **USDA.this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.**

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, 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
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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Revised 1/8/25

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7 C.F.R. Part 245

115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.

42 U.S.C. 1771 et seq.

Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	VENDING MACHINES
Code	po8540
Status	
Adopted	June 9, 2008
Last Revised	September 24, 2012

8540 - **VENDING MACHINES**

The Board of Education recognizes that vending machines can produce revenues which are useful to augment programs and services to students and staff. It will, therefore, authorize their use in District facilities providing that the following conditions are satisfied:-

- A. The installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products.
- B. The District's share of the revenues is managed by the District in accordance with relevant Board policies and administrative guidelines.
- C. No products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.
- D. No food or beverages are to be sold or distributed which will compete with the District's food-service program.

The Superintendent shall develop and implement administrative guidelines which will ensure these conditions are adhered to on a continuing basis.

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. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

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Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
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42 U.S.C. 1779

Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	COMPETITIVE FOOD SALES
Code	po8550
Status	
Adopted	May 11, 2015

8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in Federal law regarding sale of competitive food and foods of minimal nutritional value.

Except as otherwise approved, the food-service program shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following each meal period (breakfast and lunch), at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies ~~and guidelines~~. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations Policy 5830 shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following each meal period (breakfast and lunch) and thirty (30) minutes after the close of the regular school day.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. The District's nondiscrimination statement below is complementary to the District's nondiscrimination policies, including Policy 2260 - Nondiscrimination and Access to Equal Opportunity and Policy 1422/Policy 3122/Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, 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 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:

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(833) 256-1665 or (202) 690-7442; or

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

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Title 7 C.F.R. 210.11

Last Modified by Jennifer Bower on November 27, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	TRANSPORTATION
Code	po8600
Status	
Adopted	June 9, 2008
Last Revised	November 8, 2023

8600 - **TRANSPORTATION**

It is the policy of the 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 shall be purchased, housed, and maintained by the District or the District shall contract for transportation services in accordance with Policy 8680 - **Bus Transportation** Services Contracts for the transportation of resident students between their home areas and the schools of the District to which they are assigned. However, no vehicle with a capacity of more than fifteen (15) shall be purchased or used to transport students for which there is no applicable, passenger-protection, Federal motor-vehicle safety standards.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted for as provided in Policy 8680 - **Bus Transportation** Services Contracts shall comply with specifications defined in State and Federal law. Each operator of a school vehicle used to transport students of the District shall be licensed for the purpose for which the vehicle is being used and shall operate the vehicles in accordance with Federal and State laws.

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

Transportation of eligible students with exceptional educational needs or attending a technical education program shall 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 Code of Conduct pertaining to student transportation. Such revocation shall be in accord with statutorily-required procedures.

Surveillance on School Buses

The Board authorizes the Superintendent to install and operate video surveillance on District buses to enhance student safety and well-being. ~~S/He shall establish appropriate administrative guidelines for the proper use of the cameras.~~

Any agreement with a transportation contractor for the provision of transportation services for the District shall have language regarding the use of video surveillance on all school buses.

It is strongly recommended that the District provide notification to parents regarding video on District buses.

District-Owned Vehicles Used for Transporting Students

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

All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats.

Revised 1/8/25

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Legal 120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a), Wis. Stats.
Wis. Admin. Code Trans 300.81

Last Modified by Jennifer Bower on December 9, 2024



Book	Policy Manual
Section	Board approved 1-8-2025
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	po8640
Status	
Adopted	June 9, 2008

~~8640 — TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS~~

~~It shall be the policy of the Board of Education to use regular or special purpose school vehicles for transportation on field and other District sponsored trips.~~

~~The transportation for all field and other District sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.~~

~~The District shall assume transportation costs for a certain number of approved field trips.~~

~~It may assume the transportation costs for all other trips including co-curricular, athletic, and other extra-curricular trips.~~

~~It will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a fee may be assessed to cover the cost of the driver and fuel.~~

~~All field trips shall be supervised by members of the staff. All other District sponsored trips shall be supervised by either staff members or adults from the sponsoring organization. Any time students are on the vehicle, at least one (1) sponsor, chaperone, or staff member is expected to ride in the vehicle as well as to supervise students upon return to the District and while they are waiting for rides home.~~

~~All students are expected to ride the approved vehicle to and from each activity. A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception.~~

Legal 121.54(7), Wis. Stats.

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS
Code	po8660
Status	
Adopted	June 9, 2008
Last Revised	April 14, 2022

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

When the 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.

The 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 principal in accordance with the Superintendent's administrative guidelines.

The parent of the participating student will be given, on request, the name of the driver and the 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 Board and/or an approved volunteer, the holder of a currently valid license to operate a motor vehicle in the State of Wisconsin, and is at least eighteen (18) years of age. 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 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 shall 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.

No person shall be permitted to transport students who is not only if that person is the holder of automobile liability and personal injury insurance in the amount required by applicable law. The Superintendent 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 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.

Revised 8/27/12
Revised 10/30/19
T.C. 8/11/21
T.C. 4/14/22

Revised 1/8/25

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Legal 121.52, 121.53, Wis. Stats.

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Book	Policy Manual
Section	Board approved 1-8-2025
Title	TRANSPORTATION SERVICES CONTRACTS
Code	po8680
Status	
Adopted	June 9, 2008

8680 - ~~BUS~~ **TRANSPORTATION SERVICES CONTRACTS**

The Board of Education policy regarding fulfillment of its obligation to provide transportation to students within the District is defined in Policy 8600 - ~~Transportation~~ **Transportation and AC 8600**. **For student safety, State law requires that the District to take certain measures to ensure regarding the competence of transportation drivers those operating the buses to assure student safety.**

The owner or lessee of all privately owned motor vehicles **used by the District to transport students** shall be under written contract with the Board ~~of the District for which such transportation is provided~~. The contract must specify that the owner or lessee is obligated to perform any action necessary to fulfill its obligation under Wis. Stats. Section 121.555, **Wis. Stats.**

All contracts for bus services, either between the District and its employees, or between the District and a private entity contracted for the purpose of providing transportation services, must be in the form prescribed by the **Wisconsin** Department of Transportation and specify that all parties to the contract are at all times subject to the rules adopted by the Secretary of **the Wisconsin Department of Transportation under Wis. Stats. 110.06(2), Wis. Stats.** and by the **Wisconsin** Department of Transportation.

All contracts for transportation services between the District and a private entity shall contain provisions requiring that the owner or lessee of the privately owned motor vehicles assure that all operators of said vehicles are subject to drug testing in accordance with U.S. Department of Transportation regulation. The contract shall require that the owner or lessee provide the District with its drug testing policy for approval.

~~District Owned Vehicles Used for Transporting Students~~

~~All drivers of motor vehicles owned by the District and used for transportation of students shall be under written contract with the Board.~~

~~All operators of motor vehicles owned by the District and used for transportation of students shall be subject to the provisions of 121.555, Wis. Stats. (see Policy 4124).~~

Revised 1/8/25

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Legal	110.06, 121.52, 121.555, Wis. Stats. 49 C.F.R. Chapter 40
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