Medford Area Public School District
Regular Board of Education Meeting
Medford Area Public School District Office
December 22, 2025
6:00 p.m.

This meeting will be accessible in person via livestream at https://www.medford.k12.wi.us/tv/

Agenda

Roll Call
Pledge of Allegiance
Open Meeting Law Compliance
Period of Public Comment

Mission: *To ensure that all students learn.*
Vision: *We expect all students to learn at high levels. We will work collaboratively with colleagues, students and parents to challenge and support all individuals to achieve success.*

Please Note: *The order of the agenda may change at the meeting.*

Correspondence

1. Recognitions
2. Good News
3. MASH Student Council Report/Raiders Committed
4. Legislative Update

Consent Agenda

Consideration of:

1. Approval of Agenda
2. Secretary's Report
   a. Approval of the Regular Board of Education Meeting Minutes from November 24, 2025
3. Treasurer's Report
4. Approval of Personnel Report
5. Approval of the New RVA Invested Member District Gillett and New RVA Affiliate Member District Mellen

Regular Business

1. Curriculum Connection: Family Consumer Science Programs
2. Consideration of Parent Request for Reconsideration of Curriculum Material
3. Update on Construction Projects
4. Update on Finance Meeting
   a. Consideration of 2024-2025 Fiscal Year Audit
   b. Consideration of the Baseball Scoreboard
5. Consideration of Board Policy Adoption and Deletion:
   a. For First Reading: 2000 - 2700.01: Program and 8120 - 8913: Operations
   b. Review 9130 - Public Request, Suggestion, or Complaints

Contemplate Adjourning to Closed Session

a. Under Wisconsin Statutes to discuss and take action, if appropriate regarding Administrator Employment, Resignation, and Contract Non-Renewal [pursuant to Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stat. §118.24].

Adjourn

Copies of this agenda were sent to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and posted at the District Office on Thursday, December 11, 2025.

Medford Area Public School District
Regular Board of Education Meeting
Medford Area Middle School
November 24, 2025

The regular meeting of the Medford Area Public School District Board of Education was called to order by President Dave Fleegel, on Monday, November 24, 2025 at 6:00 p.m. at the District Office Board Room.

Roll Call
Roll call indicated that Board Members Dave Fleegel, Kurt Werner, Brian Hallgren, Steve Deml, Heidi Haynes, Corey Dassow, Aemus Balsis and Don Everhard were present. John Zuleger was absent. Laura Lundy, District Administrator was present.

Pledge of Allegiance

Correspondence
MASH Student Council Report*:* Reported on upcoming activities at MASH
Recognitions & Good News: Our schools shared good news of what has been happening in their buildings recently.
Legislative Update:
Election Notices and Deadlines: Nicole Gebert reviewed important dates for the upcoming Spring election. The due date for filing all ballot access documents is January 6, 2026.

Open Meeting Compliance
Dave Fleegel stated, “This meeting has been posted in accordance with the state open meeting law.**”**

Period of Public Comment:
Jeremy Sperl addressed the board regarding a curriculum concern. He reviewed his experience with the reconsideration process and expressed that he felt the committee was not balanced, noting that district employees appeared to outweigh other members of the group.

Joanna Messman, a teacher at MASH, commented on the curriculum reconsideration process. She addressed concerns raised about indoctrination and noted that teachers are often accused of this. She emphasized that staff encourage questions from students and do not believe in censoring students.

Anne Zenner: The speaker shared her experience with the reconsideration committee and discussed the overall process. She provided an overview of the “coming of age” curriculum under review and expressed concerns about the current policy, including how the committee is structured, the roles of committee members, administrators, and board representation, and the process for determining the seven voting members.

She suggested that the voting options and decision-making framework should be reviewed to ensure clarity and effectiveness. She emphasized the importance of making thoughtful

revisions to ensure the curriculum best supports students. She also noted concerns about additional curriculum materials in the 9th-grade program that she reviewed.

Sean Porten: He read “I am very real” letter written in 1973.

Consent Agenda
Motion (Hallgren/Deml) to approve the consent agenda: Approval of Agenda; Secretary’s Report; Regular Board of Education Meeting Minutes of October 27, 2025; Approval of treasurer’s report, personnel reports minus the SES Elementary Principal position but including the addendum, and approval of charter amendments for the RVA. Motion carried.

Regular Business

1. **Taylor County Educator of the Month:** Stephanie Stockwell was presented with the Educator of the Month award.

2. **Consideration of Parent Request for Reconsideration of Curriculum Material:** A lengthy discussion between board members regarding the curriculum in question. It was agreed that they need to look at our current policy for reconsideration.

   Motion (Everhard/) to not use the current 6 week section of ELA curriculum in question. Receives no second. Motion failed.

   Motion (Fleegel/Dassow) to table the topic at this time. Roll call vote: No: Deml, Everhard, Werner, Hallgren Yes: Balsis, Dassow, Fleegel, Haynes motion fails 4-4.

   Motion (Hallgren/Balsis) to accept the findings of the reconsideration committee to keep the video clip and corresponding slide deck in the 10th grade ELA curriculum. Roll call vote: No: Dassow, Everhard, Fleegel, Werner, Balsis, Haynes. Yes: Hallgren, Deml Motion Fails 2-6.

   Motion (Haynes/Deml) to accept the findings of the reconsideration committee to keep the video clip and corresponding slide deck in the 10th grade ELA curriculum with the review of the rest of curriculum in the 6 weeks at a later date. Roll call vote: No: Balsis, Dassow, Everhard, Fleegel, Werner Yes: Deml, Hallgren, Haynes. Motion fails 3-5.

   Motion (Hallgren/Everhard) To accept the findings of the Reconsideration Committee to keep the video clip and corresponding slide deck in the 10th grade ELA curriculum, until the board is able to review the entire 6 week Coming of Age unit in 10th grade ELA within the next 90 days. Role call vote: Yes: Fleegel, Balsis, Dassow, Everhard, Deml, Hallgren, Haynes, Werner. Motion passes 8-0.

3. **Review of District Test Scores & State Report Cards:** Elizabeth Rachu presented the district's test scores and state report cards.
4. **Consideration of School Forests Stewardship Plan & Timber Sale Proposal:** Elizabeth Rachu presented on the school forest stewardship plan

and timber sale proposal. Motion (Fleegel/Deml) To approve the Stewardship Plan and authorize the School Forest Committee to partner with the DNR to facilitate a timber sale. Motion carried.

5. **Consideration of Calendars for the 2026-27, 27-28, 28-29 & Graduation Date:** Laura Lundy presented on calendars for the next three school years. One challenge being WIAA moved the sectional track meet to the Friday before Memorial day during the odd numbered years. Options to consider were to keep graduation on the Friday, move graduation to the Friday before Memorial Day, or look at a possible Thursday or Saturday graduation date.

   Motion (Deml/Dassow) Motion to accept the 2026-27, 27-28 and 28-29 calendars as proposed by the Calendar Committee with graduation to be held the Friday of the week prior to Memorial Week. Roll call vote: No: Fleegel, Yes: Haynes, Hallgren, Balsis, Dassow, Werner, Everhard, Deml. Motion Passes 7-1.

6. **Review of Construction Progress at MASH:** Laura Lundy presented on the construction progress at MASH.

7. **Update on Finance Meeting:** Brian Hallgren and Audra Brooks presented a finance update. Finance is bringing the video display score board to the board to discuss. Discussion about score boards and cost. Motion (Werner/) to approve purchase of baseball scoreboard and if Ryan generates enough revenue for the football score board to move forward with the project. Receives no second. Motion fails.

   Consideration of Assistant Principal position at SES: Laura Lundy presented information regarding the administrative structure at SES. In an effort to strengthen and sustain effective leadership and support for students and staff, the district is proposing to reclassify the Elementary Assistant Principal position as an Elementary Principal position.

   The proposal includes an increase in contract days from 200 to 230 and an associated adjustment in compensation. Expanded responsibilities for the role would include, but are not limited to:

- Full principal duties at SES, including staffing, evaluations, budgeting, and daily operations
- **Collaboration** with the MAES principal on district-level activities and initiatives
- Facilitation and supervision of summer school programming in June and August

   Motion from finance to accept the consideration of the assistant principal at SES. Motion carried.

a. **Consideration of Bank Account for Health Insurance:** Motion from finance to approve a bank account for health insurance with Nicolet National Bank and presented. Motion carried.

8. **Consideration of Board Policy Adoption and Deletion:**
    a. For First Reading: 5111 - 5895: Students and 9130 - 9800.01: Relations
    b. For Second Reading: RVA IIB: School & Class Size; RVA-JEC: School Admissions; RVA-JECBD: Open Enrollment

Motion from RVA Board and Policy Committee To accept the changes to RVA IIB, RVA-JEC and RVA-JECBD policies as presented. Motion carried.

Contemplate Adjourning to Closed Session: Under Wisconsin Statutes to discuss and take action, if appropriate regarding Administrator Employment, Resignation, and Contract Non-Renewal [pursuant to Wis. Stat. §19.85(1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and Wis. Stat. §118.24].

Motion (Everhard/Balsis) to adjourn to closed session. Roll Call Vote: Yes, Heidi Haynes, Dave Fleegel, Kurt Werner, Don Everhard, Aemus Balsis, Steve Deml, John Zuleger (absent), Corey Dassow, Brian Hallgren. Motion carried 8-0
The meeting adjourned to closed session at 9:04 p.m.

A short break was taken to clear the board room. Meeting reconvened in closed session at 9:12 p.m.

Adjourn
Motion to adjourn (Hallgren/Everhard) Motion carried
The meeting adjourned at 9:26 p.m.

Nicole Gebert
Recording Secretary_____

Steve Deml
Clerk_____

MEDFORD AREA PUBLIC SCHOOL DISTRICT
Regular Board of Education Meeting
December 22, 2025

PERSONNEL REPORT

Resignations/Retirement/Termination:

Recommendations for 2025-26 SY:

Transfers for 2025-26 SY:

Practicum Students/Student Teachers/Foster Grandparent:
Kellen Heier/Student Teaching/MAMS – Peterson/30 Hours
Cale Schulz/Observing/MASH- Ranum/12 hours October - January
Nevaeh Vedder/Student Teaching/MAES - Rohland/ 108 hours
Gage Stibbe/Practicum Hours/ MAMS- Nowak/ 30 hours
Paige Fleischman / Student Teaching/ MAMS Kohn/ 9/2/25 -1/14/26
August Larson / Student Teaching / MASH – Gasser / 9/2/25 – 1/14/26
Laiken Immormino / Fieldwork Rotation – OTA / MAES Radlinger/Koch/ 1/5/26-2/27/26

* This release is contingent upon a suitable replacement being found, and/or upon acceptance of another coaching position.

All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests questionnaire and pre-employment physical.

RURAL VIRTUAL ACADEMY
Regular Board of Education Meeting
December 22, 2025

PERSONNEL REPORT

Resignations/Retirement/Termination: **None**

Recommendations: **None**

Recommendations for 2026-27 school year:

Allison DeMuro/ RVA Special Education Teacher
Salary: $61,350 (6A) + $1,400 extended year stipend + benefits, 210 contract days

Transfers: **None**

Transfers for 2026-27 school year:

Jill Chasteen/ RVA SPED Teacher & Student Services Coordinator to RVA SPED Teacher & Student Services Coordinator & Student Advisor

John Iwaszczenko III/ RVAEL Special Education Teacher to RVAMS Special Education Teacher

Jesse MacDonald/ RVAMS Teacher to RVAEL & MS STEM Teacher

Alex O'Connor/ RVA Dean of Students to RVA Assistant Principal
Salary: $81,000, 235 contract days

Christine Vazquez/ RVA Elementary Teacher to RVA Middle School Teacher

Practicum Students / Student Teachers: **None**

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All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests questionnaire and pre-employment physical.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
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ADDENDUM TO PERSONNEL REPORT

Resignations/Retirements/Terminations:
Morgan Brandl - MASH Night Custodian effective 12/16/2025
Jenae Weyer - MASH School Social Worker effective 1/16/2026

Recommendations for 2025-26 SY:
James Stokes - MASH Head Track & Field Coach
Salary: $3,200

Recommendations for 2026-27 SY:
Ross Hackbarth - MASH Head Varsity Football Coach
Salary: $ 4,623

Transfers:

Practicum Students/Student Teachers/Foster Grandparent:

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All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests and pre-employment physical.

Jenae Weyer
School Social Worker / Mental Health Navigator
Medford Area Public School District
December 10, 2025

Dear Jill, Andy and Joe,

I am writing to formally submit my resignation from my position as School Social Worker/ Mental Health Navigator with the Medford Area Public School District, with my last working day being January 16, 2026. This was a very difficult decision for our family, as I have truly loved being a part of this district and the incredible community here.

As you know, there has been uncertainty surrounding the future of my position due to grant funding. After thoughtful consideration, I have accepted a position with the School District of Marshfield to ensure stability for myself and my family. This decision in no way reflects a lack of appreciation for my time in Medford. In fact, my experience here has been one of the most meaningful and rewarding of my career.

I am deeply grateful for the opportunity to work under your leadership. Your support, guidance, and commitment to students have made such a positive impact on my professional growth and daily work. I have also been incredibly fortunate to collaborate with our student services team, teachers, and staff. I will deeply miss all of you as each of you contributes to making this district where people are proud to work and always has the best interest of the students in mind.

Thank you for trusting me, supporting me, and welcoming me into a district that truly values relationships, culture and wellbeing. I will always look back on my time here with gratitude and will be extremely appreciative of the time I have spent in this district. I am grateful for the experience and knowledge that I gained from so many on the team. Education is a small world, and I sincerely hope our paths cross again in the future.

I am committed to ensuring a smooth transition and will gladly assist in any way needed during this period. Please let me know how I can support the handoff of student needs, resources, or ongoing cases.

With appreciation,

Jenae Weyer

Jenae Weyer

Emily Schneider <schneem@medford.k12.wi.us>

Re: Coaches

1 message

Ryan Pilgrim <pilgrry@medford.k12.wi.us> Thu, Dec 18, 2025 at 10:00 AM
To: Emily Schneider <schneem@medford.k12.wi.us>
Cc: "LUNDY, LAURA" <lundyla@medford.k12.wi.us>, Audra Brooks <brookau@medford.k12.wi.us>

Yes, I do.

James Stokes - $3,200
Ross Hackbarth - $4,623

Thanks

On Thu, Dec 18, 2025 at 9:55 AM Emily Schneider <schneem@medford.k12.wi.us> wrote:

> Hi Ryan,
>
> Do you have the salary for the two positions?
>
> On Mon, Dec 15, 2025 at 10:14 AM Ryan Pilgrim <pilgrry@medford.k12.wi.us> wrote:
>
> > Laura has approved the following for the head coaching positions. I will let you know what is decided with a stipend after we meet on Wednesday.
> >
> > MASH Head Track - James Stokes
> > MASH Football - Ross Hackbarth
> >
> > Pending approval of Ross, we will have to post the MASH Varsity Assistant position.
> >
> > Thanks
> >
> > --
> >
> > **Ryan Pilgrim**
> > **Activities Director, Medford Area School District**
> >
> > 715-748-5951 | pilgrry@medford.k12.wi.us
> > 1015 W Broadway Medford, WI 54451
> > I lead to provide opportunities with a growth mindset with resiliency, empathy, and discipline
> >
> > Create your own email signature

--

Thank you!

Emily

RURAL VIRTUAL ACADEMY
Regular Board of Education Meeting
December 22, 2025

ADDENDUM TO PERSONNEL REPORT

Resignations/Retirements/Terminations:

Jessica Murphy/ RVA Occupational Therapist/ effective 12/19/2025

Recommendations:

Sarah Huebner/ RVA Special Education Teacher
Salary: $44,450 (1B) + $1,400 extended year stipend + benefits, 210 contract days, effective 1/19/2026

Recommendations for 2026-27 School Year:

Courtney Camarillo/ RVA Special Education Teacher
Salary: $51,650 (3B) + $1,400 extended year stipend + benefits, 210 contract days

Paige Dahlke/ RVA Middle School Teacher
Salary: $54,150 (4A) + $1,400 extended year stipend + benefits, 210 contract days

Ashley Mueller/ RVA Special Education Teacher
Salary: $56,350 (4C) + $1,400 extended year stipend + benefits, 210 contract days

Transfers: None

Transfers for 2026-27 School Year:

Cathy Pernsteiner/ MAMS 5th Grade Teacher to RVA Middle School Teacher

Alison Reilly/ RVAEL Teacher & RVAEL Student Services Coordinator & Student Advisor to RVAEL Coordinator & Student Services Advisor

Kelly Williams/ RVA OnCourse Teacher & Coordinator to RVA OnCourse Teacher, Coordinator, & Student Advisor

Practicum Students / Student Teachers: None

* This release is contingent upon a suitable replacement being found, and/or upon acceptance of another coaching position.

All recommendations for new hires are contingent upon receipt of satisfactory results of criminal background check, pre-employment drug test, TB tests and pre-employment physical.

News Release – For Immediate Release
Not Intended as a Paid Announcement

MEDFORD AREA PUBLIC SCHOOL DISTRICT
124 West State Street
Medford, WI 54451

Public Meeting Notice
Board of Education Finance Committee Meeting

Meeting Date: Monday, December 22, 2025

Time: 5:00 p.m.

Location: Medford Area Public School District Office
124 W State Street
Medford, WI 54451

Purpose of Meeting:

1. Food Service Update
2. Special Education Reimbursement Update
3. Health Insurance Update
4. Consideration of the Baseball Scoreboard
5. Consideration of the 2024-2025 fiscal year audit
6. Consideration of Monthly Expenditures
7. Meeting Dates

Open Meeting Law Compliance: This notice was sent for posting to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and the District Office on December 11, 2025. NOTE: This meeting is open to the public.

MEDFORD AREA
SCHOOL DISTRICT

QUARTERLY BUSINESS REVIEW

2025

AUGUST
SEPTEMBER
OCTOBER
NOVEMBER

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	What Happened	**4**
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	What's Next	**8**
	People/Safety/Training	**9**

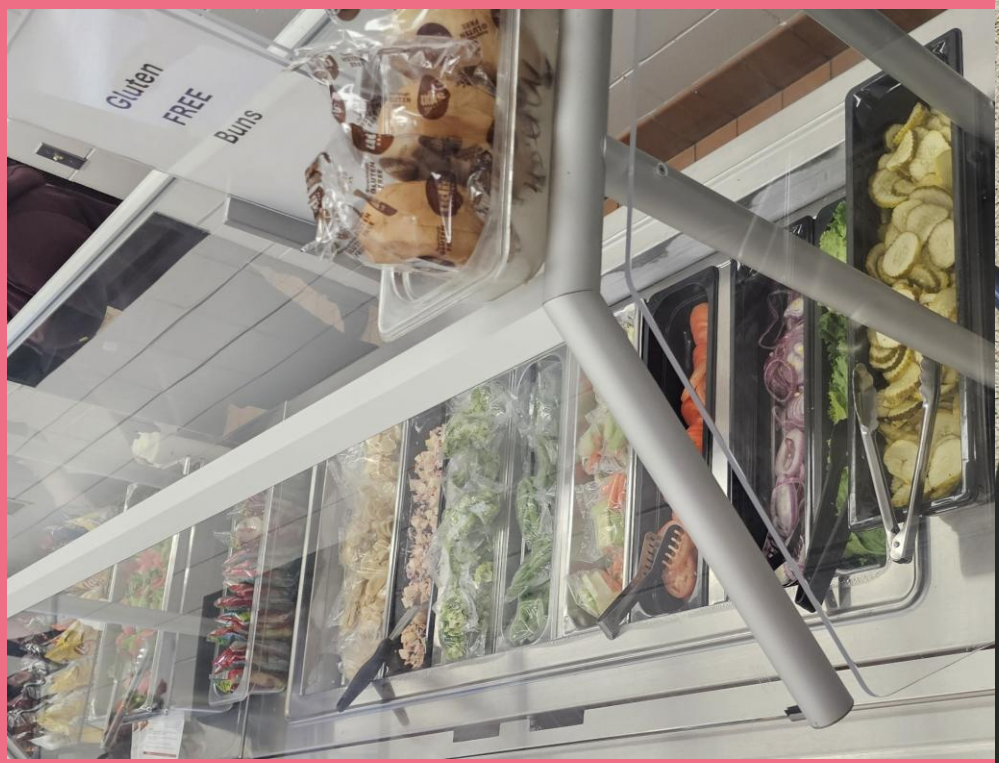
PARTICIPATION

	TOTAL MEALS	AVERAGE DAILY MEALS
Breakfast	1,5724	328
Lunch	69,022	1438

Nov brk 4908 lunch 20221

BACK TO SCHOOL PICNIC

This year I invited Gloria from Bix Produce to join us. She brought many samples of the amazing produce they have to offer. She also made a couple specialty salads for the staff of Medford Area School DIstrcit.



BACK TO SCHOOL PICNIC

The Head cooks were busy grilling Hamburgers, Brats and chicken.

Mark was more excited about trying out the

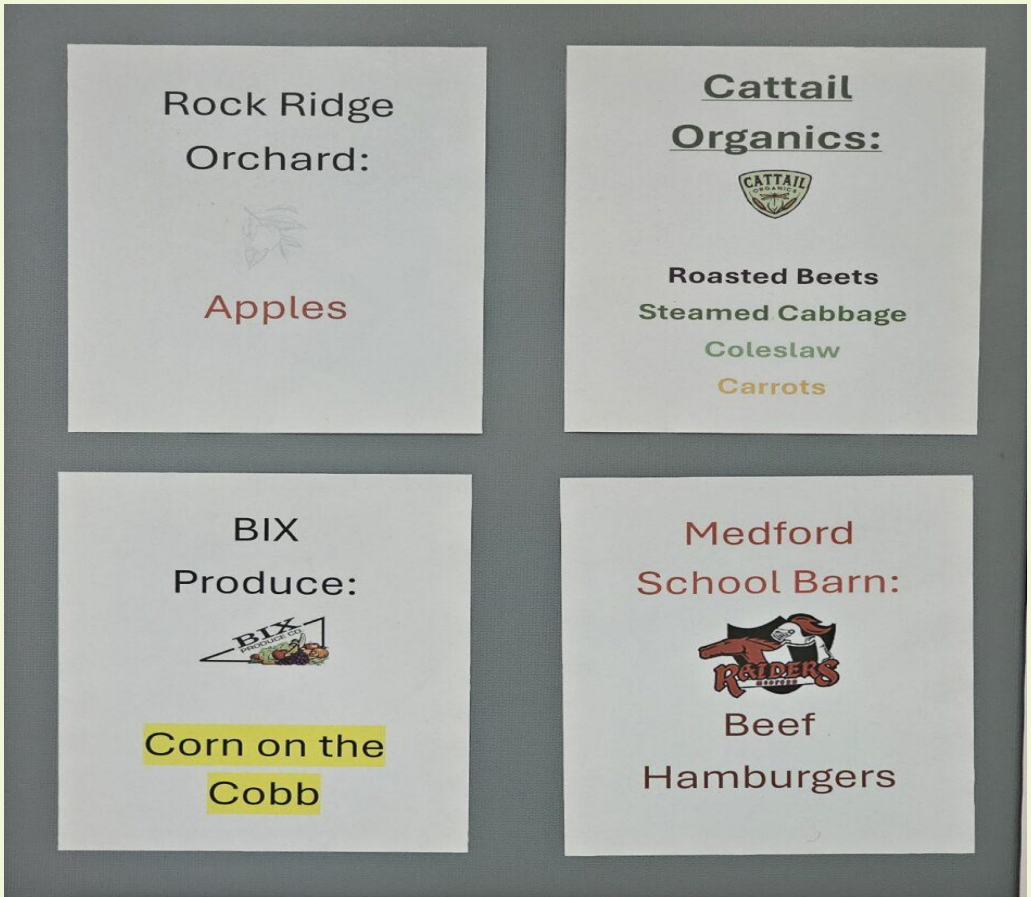
BACK TO SCHOOL PICNIC

The dessert table was a huge hit

FARM TO SCHOOL EVENT

High School Staff ready to serve our friends fresh local produce!!!

Vendors and the items from them



Some decorations for the event

Ashley grilling 600 burgers

Nancie making pumpkin bars

Blanching beets so we could roast them

Apples from Rock Ridge Orchard

PUMPKIN BARS YUM!!!!!

NICE LOOKING TRAY!!!!

Notice the little bit of steamed cabbage.... amazing.... they are trying new things

We had both fresh and steamed local produce for our Farm 2 Fork Event

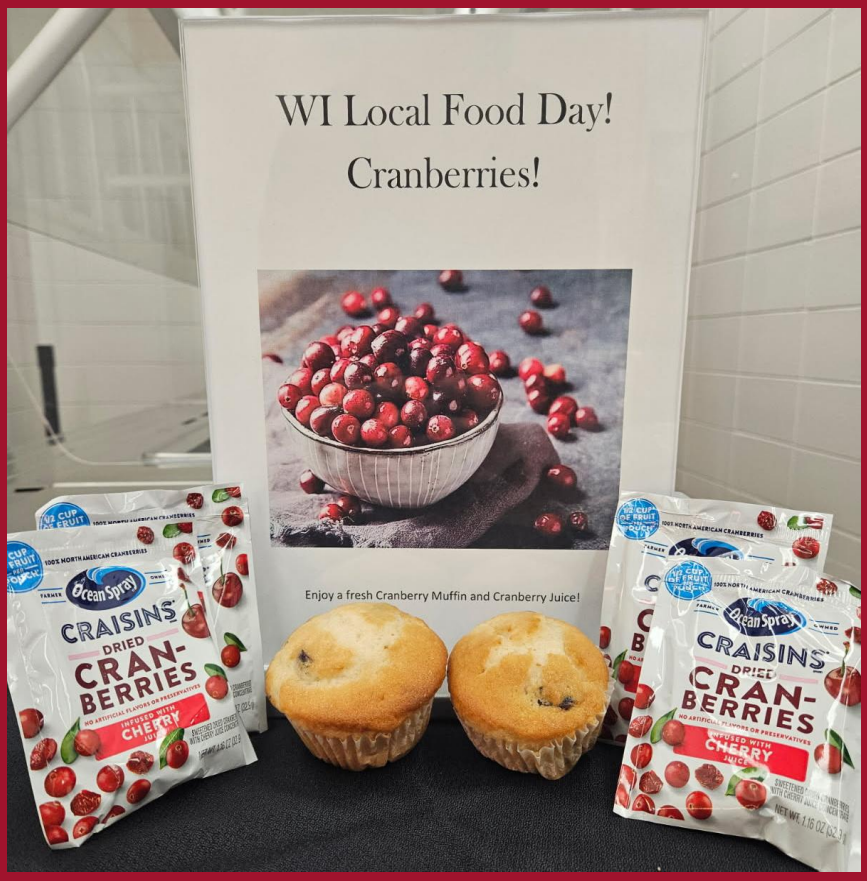
GREAT APPLE CRUNCH

Cleaning apples, cutting apples, and making apple book worm for all the schools

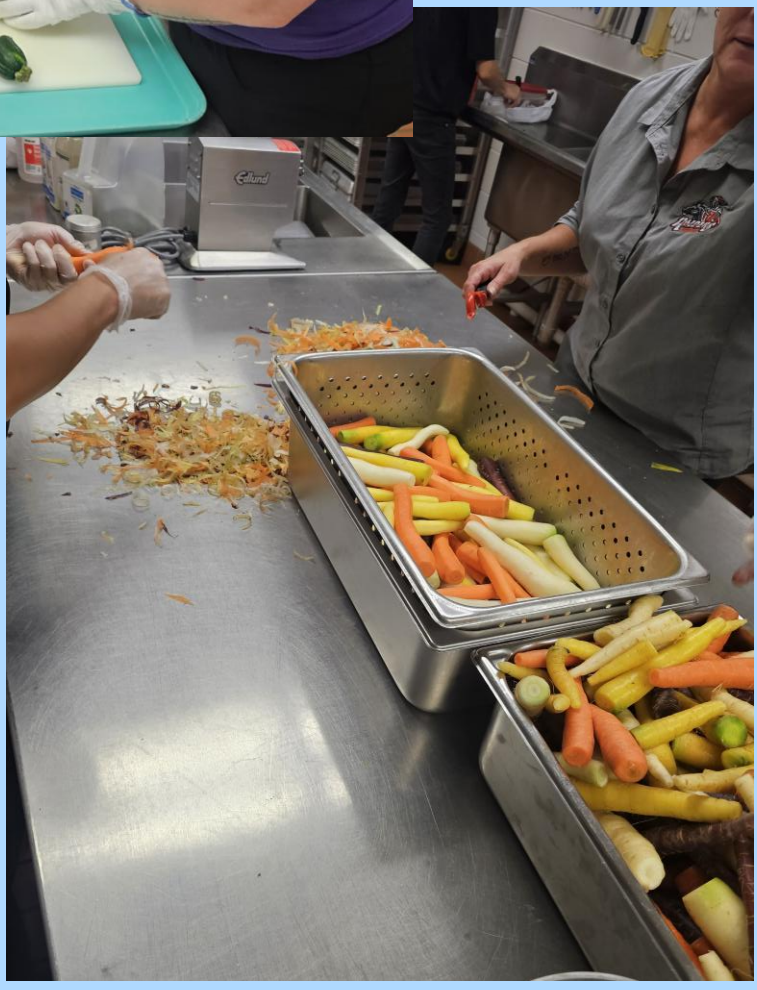
GREAT APPLE CRUNCH

Great Apple crunch day was everything apple: Apples, apple cinnamon slices, apple sauce, apple muffins (scratch), apple book worm

WI Grow Local day
featured CRANBERRIES this year



BeWell



Elior School Dining staff putting in the extra effort to take full advantage of our short growing season. Cutting fresh lettuce, and zucchini, pealing rainbow carrots. We also had onions, cabbage, cucumbers, and radishes come in from our local farm, CATTAIL ORGANICS. We rec'd shipment from them once a week for September and October and a little into November

Roasted Zucchini

Homemade coleslaw

Fresh produce on the lines

Apples from the local ROCK RIDGE ORCHARD

Egg Florentine

Toaster Sausage & Cheese

Yakisoba

A variety of homemade muffins

Whole muscle: Chicken thigh Leg.

Ohio Shredded Chicken Sandwich

Whipping up home made Ranch

BUSINESS REVIEW

SEPTEMBER 2025

PARTICIPATION:

September 2019 with 19 serving days: 4883 breakfast, 28268 lunch, and 12660 in ala carte
September 2020 with 21 serving days: 9306 breakfast, 27094 lunch , and 3539 in ala carte
September 2021 with 21 serving days: 10783 breakfast, 29999 lunch, and 7645 in ala carte
September 2022 with 21 serving days: 5963 breakfast, 27581 lunch, and 9787 in ala carte
September 2023 with 21 serving days: 6191 breakfast, 27013 lunch, and 7824 in ala carte
September 2024 with 20 serving days: 6094 breakfast, 25145 lunch, and 9779 in ala carte
September 2025 with 21 serving days: 5470 breakfast, 24491 lunch and 13685 in ala carte

NEWS:

Starting our year off strong with Cattail Organic Produce and Rock Ridge Orchard apples. Spiceology is also out at our Middle School and High School.

Looking forward to our harvest event, Oct 14th at the High school. We will be having burgers, made from beef purchased from the School Barn.

Medford Area School District

ELIOR SCHOOL DINING

MAES staff

MASH staff

New item this year HOMEMADE muffins

Cattail Organics & Rock Ridge Orchard

Salad line at MAMS

Bank Balances
Nov-25

	Funds 10, 21, 27, 38, 50, 80, 99 General Funds				
Bank	**NNB**	**NNB**	**NNB**	**NNB**	
Account Type	**General Municipal Checking**	**Food Service Municipal Checking**	**Flex Account Municipal Checking**	**1500 Account Municipal Checking**	**Monthly Totals**
Beginning Balance	**$95,076.97**	**$127,144.76**	**$44,076.44**	**$1,611,309.60**	**$1,877,607.77**
Less: Non-Transfer Disbursements	$5,423,877.18	$1,054.28	$2,830.53	$0.00	$5,427,761.99
Less: Transfer Disbursements	$3,770.70	$130,000.00	$0.00	$3,550,000.00	$3,683,770.70
Total Disbursements	$5,427,647.88	$131,054.28	$2,830.53	$3,550,000.00	$9,111,532.69
Plus: Non Transfer Receipts	$1,804,213.21	$48,780.54	$0.00	$3,344,641.74	$5,197,635.49
Plus: Transfer Receipts	$3,550,000.00	$0.00	$3,770.70	$130,000.00	$3,683,770.70
Plus: Interest Revenue	$45.70	$19.90	$20.18	$7,253.45	$7,339.23
Total Receipts	$5,354,258.91	$48,800.44	$3,790.88	$3,481,895.19	$8,888,745.42
Ending Balance	**$21,688.00**	**$44,890.92**	**$45,036.79**	**$1,543,204.79**	**$1,654,820.50**
Statement Received	Monthly	Monthly	Monthly	Monthly	

	Public Funds		Fund 39		Funds 46		Fund 49
Bank	**Abby Bank**	**Abby Bank**	**NNB**	**Forward Bank**	**Forward Bank**	**Forward Bank**	**WISC**
Account Type	**Payroll Checking**	**Municipal Savings**	**Debt Service Checking**	**46 Savings**	**46 CD**	**46 Checking**	**49 Checking**
Beginning Balance	**$10,483.15**	**$15,662.52**	**$3,684.60**	**$261,940.11**	**$5,030,739.11**	**$38,092.49**	**$10,108,585.59**
Less: Non-Transfer Disbursements	$1,581,553.28	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Less: Transfer Disbursements	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$477,542.16
Total Disbursements	$1,581,553.28	$0.00	$0.00	$0.00	$0.00	$0.00	$477,542.16
Plus: Non Transfer Receipts	$1,581,553.28	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Plus: Transfer Receipts	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Plus: Interest Revenue	$17.13	$7.73	$0.03	$258.35	$0.00	$1.57	$11,723.29
Total Receipts	$1,581,570.41	$7.73	$0.03	$258.35	$0.00	$1.57	$11,723.29
Ending Balance	**$10,500.28**	**$15,670.25**	**$3,684.63**	**$262,198.46**	**$5,030,739.11**	**$38,094.06**	**$9,642,766.72**
Statement Received	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly

Budget Actual Fund 10-General Thru November

		Budget	Actual	Remaining		November
Salaries, Wages and Benefits		$18,992,823.00	5,149,705	13,843,118	-	
				-		-
	Instructional Budget					
MAES		200,020	131,320	68,700	-	131,320
		80,962	48,132	32,830		48,132
MAMS		201,480	109,559	91,921	-	109,559
MASH		311,850	106,007	205,844	-	106,007
Alternative Education		8,415	11,444	(3,029)		11,444
Common School Funds - MAES		32,977	10,606	22,371		10,606
Common School Funds - SES		13,693	8,775	4,918		8,775
Common School Funds - MAMS		34,970	7,079	27,891		7,079
Common School Funds - MASH		38,742	16,273	22,469		16,273
Co-Curricular		200,000	52,399	147,601	-	52,399
Student Services		10,000	3,636	6,364	-	3,636
Carl Perkins-fully funded		18,545	16,582	1,964	-	16,582
Title IA fully funded		17,500	16,661	839	-	16,661
Intervention		21,165	22,545	(1,380)	-	22,545
Gifted and Talented		11,125	4,361	6,764	-	4,361
ELL		4,700	1,764	2,936	-	1,764
Improvement of Instruction		23,870	6,578	17,292	-	6,578
Project Lead the Way		5,200	3,200	2,000	-	3,200
Title IV		20,000	16,382	3,618	-	16,382
Support Media Technology		745,000	452,105	292,895	-	452,105
Instructional Media Technology		12,080	-	12,080	-	-
Staff Development		18,480	9,568	8,912	-	9,568
Summer School Supplies		37,700	503	37,197		503
Title II-A (Grant Fully Funded)		27,000	21,380	5,620	-	21,380
		2,000	-	2,000	-	-
Total Instructional		2,097,474	1,076,859	1,020,615	-	1,076,859
	Operations and Maintenance Budget					
Operations		875,880	366,965	508,915	-	366,965
Maintenance		506,465	94,019	412,446	-	94,019
Facilities		504,867	479,178	25,689		479,178
		-		-		-
Total Oper and Main		1,887,212	940,163	947,049	-	940,163
Total Transportation		1,392,638	261,934	1,130,704		261,934
	All Other Budgets					
Central Administration		120,650	41,060	79,590		41,060
Fiscal		20,000	8,987	11,013		8,987
Central Services		140,800	68,283	72,517		68,283
Insurance and Judgments		275,974	44,484	231,490		44,484
Debt Services		50,000	-	50,000		-
Other Support Services		4,639	2,320	2,320		2,320
Non Program Transactions		1,265,692	-	1,265,692		-
Transfer to Fund 80/99 ESTIMATE		9,234,425	112,373	9,122,053	-	112,373
		11,112,180	277,505	10,834,675	-	277,505
				-		-
Transfer to Fund 27 ESTIMATE		5,248,707	-	5,248,707	-	-
		5,248,707				
Transfer to Fund 46	$	15,000				
Total Expenditures		40,746,034	7,706,166	33,039,869	-	2,556,461

5 YEAR UTILITY REPORT

Nov-25

UTILITY			2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026
	(331)	BUDGET	114,000.00	114,000.00	140,000.00	140,000.00	$140,000.00	$145,000.00
GAS/HEAT		YEAR-END	95,655.44	132,195.02	137,063.14	92,056.25	$110,178.21	
		MONTH-END						$10,277.26
			-	-				
	(336)	BUDGET	202,750.00	202,750.00	208,500.00	208,500.00	$208,500.00	$220,000.00
ELECTRICITY		YEAR-END	187,683.59	174,291.81	179,646.45	196,737.17	$204,008.23	
		MONTH-END						$68,487.03
			-	-				
	(337)	BUDGET	22,000.00	22,000.00	17,500.00	17,500.00	$17,500.00	$25,000.00
WATER		YEAR-END	20,788.93	21,859.81	19,096.00	18,892.00	$21,741.87	
		MONTH-END						$6,695.38
			-	-				
	(338)	BUDGET	27,000.00	27,000.00	27,000.00	27,500.00	$27,500.00	$30,000.00
SEWER		YEAR-END	26,540.25	24,457.63	25,029.11	24,155.87	$29,066.10	
		MONTH-END						$8,746.06
			-	-				
	(353)	BUDGET	25,600.00	25,600.00	25,600.00	25,600.00	$25,100.00	$23,000.00
POSTAGE		YEAR-END	23,911.28	20,883.32	19,830.14	20,331.28	$12,428.34	
		MONTH-END						$2,362.83
			-	-				
	(355)	BUDGET	59,200.00	59,200.00	59,200.00	59,200.00	$59,200.00	$59,200.00
TELEPHONE		YEAR-END	30,034.74	63,713.75	60,094.13	54,972.78	$54,753.49	
		MONTH-END						$22,612.89
			-	-				
TOTAL BUDGET			453,350.00	450,550.00	450,550.00	478,300.00	$477,800.00	$502,200.00
TOTAL YEAR END			384,614.23	437,401.34	440,758.97	407,145.35	$432,176.24	
TOTAL MONTH-END								$119,181.45
			-	-	-			
			-	-	-			
Remaining Budget Dollars			68,735.77	13,148.66	9,791.03	71,154.65	45,623.76	$383,018.55

Medford Area Public School District
11/30/2025

Co-Curricular Salary and Benefits		Co-Curricular Salary and Benefits	
OBJECT 100-299			
Middle School		*High School*	
Football	6,383.87	Football	22,712.02
Volleyball	8,368.90	Volleyball	11,655.93
Soccer	1,815.21	Soccer-Boys	6,009.38
		Tennis-Girls	6,359.23
Swim-Girls	3,124.11	Swim-Girls	4,256.92
Cross Country	1,702.74	Cross Country	6,113.96
Basketball-Girls	1,971.84	Basketball-Girls	62.82
Basketball-Boys	-	Basketball-Boys	-
Swim Boys	-	Swim-Boys	-
Wrestling	-	Wrestling	-
		Hockey-Girls	-
		Hockey-Boys	-
Gymnastics	-	Gymnastics	-
		Baseball	-
Softball	-	Softball	-
Soccer	-	Soccer-Girls	-
Track-Girls	-	Track-Girls	-
Track-Boys	-	Track-Boys	-
		Tennis-Boys	-
		Golf	-
		Curling	-
Esports	1,277.63	Esports	1,168.31
Athletics			
	24,644.30		58,338.57
est budget		Remaining	

Co-curricular budget		Co-curricular budget	
OBJECT 300 -999			
Football	4,297.74	Football	15,615.66
Volleyball	651.00	Volleyball	8,625.42
Soccer	840.00	Soccer-Boys	5,035.14
		Tennis-Girls	3,442.98
Swim-Girls	370.00	Swim-Girls	4,151.15
Cross Country	695.00	Cross Country	4,086.36
Basketball-Girls	2,739.87	Basketball-Girls	7,580.19
Basketball-Boys	343.83	Basketball-Boys	2,087.37
Swim-Boys	-	Swim-Boys	237.39
Wrestling	-	Wrestling	422.33
		Hockey-Girls	-
		Hockey-Boys	-
Gymnastics		Gymnastics	-
		Baseball	-
Softball		Softball	-
Soccer - Girls	-	Soccer-Girls	-
Track-Girls	-	Track-Girls	-
Track-Boys	-	Track-Boys	-
		Tennis-Boys	-
		Golf	-
		Curling	-
Esports		Eports	
OTHER	-	District Wide Co-Curricular	
		District Wide - Athletics	
Co-Curricular-ATHLETICS			
Co-Curricular-ACADEMIC			
	9,937.44		51,283.99
est budget		Remaining	

Transportation		Transportation	
Football	2,894.78	Football	10,353.93
Volleyball	2,718.90	Volleyball	11,419.66
Soccer	2,069.72	Soccer-Boys	6,944.40
		Tennis-Girls	4,528.35
Swim-Girls	2,431.26	Swim-Girls	4,978.73
Cross Country	2,567.10	Cross Country	3,792.48
Basketball-Girls	-	Basketball-Girls	-
Basketball-Boys	337.94	Basketball-Boys	-
	994.00	Swim-Boys	-
Wrestling	-	Wrestling	-
		Hockey-Girls	-
		Hockey-Boys	-
Gymnastics	-	Gymnastics	-
		Baseball	-
Softball	-	Softball	-
Soccer	-	Soccer-Girls	-
Track-Girls		Track-Girls	-
Track-Boys		Track-Boys	-
		Tennis-Boys	-
		Golf	-
		Esports	
Other		Curling	-
	14,013.70		42,017.55

TRANS BUDGET			Remaining	
Total		48,595.44		151,640.11
est budget	-		Remaining	

By Sport:

SUMMARY BY SPORT			
		District Wide	-
Football	13,576.39	Football	48,681.61
Volleyball	11,738.80	Volleyball	31,701.01
Soccer	4,724.93	Soccer-Boys	17,988.92
	-	Tennis-Girls	14,330.56
Swim-Girls	5,925.37	Swim-Girls	13,386.80
Cross Country	4,964.84	Cross Country	13,992.80
Basketball-Girls	4,711.71	Basketball-Girls	7,643.01
Basketball-Boys	681.77	Basketball-Boys	2,087.37
Swim Boys	994.00	Swim-Boys	237.39
Wrestling	-	Wrestling	422.33
	-	Hockey-Girls	-
	-	Hockey-Boys	-
Gymnastics	-	Gymnastics	-
	-	Baseball	-
Softball	-	Softball	-
Soccer Girls	-	Soccer-Girls	-
Track-Girls	-	Track-Girls	-
Track-Boys	-	Track-Boys	-
	-	Tennis-Boys	-
	-	Golf	-
District Wide	-	Curling	-
Esports	1,277.63	Esports	1,168.31
Not defined	-	DW - COCURR & ACADEMIC	-
NOT DEFINED	-		
	48,595.44		151,640.11
Co-curricular academic	-	Co-curricular academic	-
Total	48,595.44	Total	151,640.11

Total
-
29,095.89
20,024.83
7,824.59
6,359.23
7,381.03
7,816.70
2,034.66
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2,445.94
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82,982.87

19,913.40
9,276.42
5,875.14
3,442.98
4,521.15
4,781.36
10,320.06
2,431.20
237.39
422.33
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61,221.43

	13,248.71
	14,138.56
	9,014.12
	4,528.35
	7,409.99
	6,359.58
	-
	337.94
	994.00
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	56,031.25
	200,235.55
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	62,258.00
	43,439.81
	22,713.85
	14,330.56
	19,312.17
	18,957.64
	12,354.72
	2,769.14
	1,231.39
	422.33
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	-
	2,445.94
	-
	200,235.55
	-
	200,235.55

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10	E	---	1--	110000	---	SALARIES	3,262,710.19	241,650.01	750,722.86	23.01	0.00	2,511,987.33	2,511,987.33
10	E	---	2--	110000	---	EMPLOYEE BENEFITS	1,517,693.07	103,685.73	326,063.83	21.48	0.00	1,191,629.24	1,191,629.24
10	E	---	3--	110000	---	PURCHASED SERVICES	73,880.00	76.64	37,665.30	50.98	5,351.33	30,863.37	36,214.70
10	E	---	4--	110000	---	NON-CAPITAL OBJECTS	240,247.00	3,134.95	144,921.40	60.32	11,700.22	83,625.38	95,325.60
10	E	---	9--	110000	---	OTHER EXPENDITURES	8,550.00	1,164.00	2,632.00	30.78	0.00	5,918.00	5,918.00
10	E	---	---	110000	---	UNDIFFERENTIATED CURRICU	5,103,080.26	349,711.33	1,262,005.39	24.73	17,051.55	3,824,023.32	3,841,074.87
10	E	---	4--	120000	---	NON-CAPITAL OBJECTS	0.00	250.00	348.82	0.00	310.21	659.03-	348.82-
10	E	---	---	120000	---	REGULAR CURRICULUM	0.00	250.00	348.82	0.00	310.21	659.03-	348.82-
10	E	---	1--	121000	---	SALARIES	251,050.00	20,920.86	62,762.58	25.00	0.00	188,287.42	188,287.42
10	E	---	2--	121000	---	EMPLOYEE BENEFITS	101,468.83	8,901.48	27,624.42	27.22	0.00	73,844.41	73,844.41
10	E	---	4--	121000	---	NON-CAPITAL OBJECTS	34,100.00	306.93	20,000.10	58.65	573.97	13,525.93	14,099.90
10	E	---	9--	121000	---	OTHER EXPENDITURES	450.00	0.00	0.00	0.00	0.00	450.00	450.00
10	E	---	---	121000	---	ART	387,068.83	30,129.27	110,387.10	28.52	573.97	276,107.76	276,681.73
10	E	---	1--	122000	---	SALARIES	1,113,434.84	93,413.26	280,239.78	25.17	0.00	833,195.06	833,195.06
10	E	---	2--	122000	---	EMPLOYEE BENEFITS	663,505.42	51,375.75	159,805.10	24.08	0.00	503,700.32	503,700.32
10	E	---	3--	122000	---	PURCHASED SERVICES	10,377.00	216.00	10,464.14	100.84	360.00	447.14-	87.14-
10	E	---	4--	122000	---	NON-CAPITAL OBJECTS	61,960.00	357.01	3,209.01	5.18	3,687.40	55,063.59	58,750.99
10	E	---	9--	122000	---	OTHER EXPENDITURES	0.00	50.00	50.00	0.00	0.00	50.00-	50.00-
10	E	---	---	122000	---	ENGLISH LANGUAGE	1,849,277.26	145,412.02	453,768.03	24.54	4,047.40	1,391,461.83	1,395,509.23
10	E	---	1--	122115	---	SALARIES	158,189.00	17,829.15	45,048.16	28.48	0.00	113,140.84	113,140.84
10	E	---	2--	122115	---	EMPLOYEE BENEFITS	95,870.43	10,087.40	25,451.18	26.55	0.00	70,419.25	70,419.25
10	E	---	3--	122115	---	PURCHASED SERVICES	21,165.00	0.00	22,545.00	106.52	0.00	1,380.00-	1,380.00-
10	E	---	---	122115	---	INTERVENTION	275,224.43	27,916.55	93,044.34	33.81	0.00	182,180.09	182,180.09
10	E	---	3--	122600	---	PURCHASED SERVICES	1,800.00	0.00	3,270.00	181.67	266.37	1,736.37-	1,470.00-
10	E	---	4--	122600	---	NON-CAPITAL OBJECTS	4,000.00	195.89	753.36	18.83	1,527.62	1,719.02	3,246.64
10	E	---	9--	122600	---	OTHER EXPENDITURES	3,500.00	0.00	0.00	0.00	0.00	3,500.00	3,500.00
10	E	---	---	122600	---	DRAMA	9,300.00	195.89	4,023.36	43.26	1,793.99	3,482.65	5,276.64
10	E	---	1--	123219	---	SALARIES	162,150.00	13,512.54	40,537.62	25.00	0.00	121,612.38	121,612.38
10	E	---	2--	123219	---	EMPLOYEE BENEFITS	71,804.28	6,484.95	20,755.54	28.91	0.00	51,048.74	51,048.74
10	E	---	3--	123219	---	PURCHASED SERVICES	0.00	35.99	35.99	0.00	0.00	35.99-	35.99-
10	E	---	4--	123219	---	NON-CAPITAL OBJECTS	2,550.00	241.76	1,875.24	73.54	99.94	574.82	674.76
10	E	---	---	123219	---	SPANISH	236,504.28	20,275.24	63,204.39	26.72	99.94	173,199.95	173,299.89
10	E	---	1--	124000	---	SALARIES	771,811.74	62,628.09	185,357.20	24.02	0.00	586,454.54	586,454.54

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10	E	---	2--	124000	---	EMPLOYEE BENEFITS	462,755.72	36,268.72	107,694.68	23.27	0.00	355,061.04	355,061.04
10	E	---	3--	124000	---	PURCHASED SERVICES	0.00	0.00	1,480.00	0.00	0.00	1,480.00-	1,480.00-
10	E	---	4--	124000	---	NON-CAPITAL OBJECTS	15,765.00	331.08	19,112.83	121.24	165.72	3,513.55-	3,347.83-
10	E	---	---	124000	---	MATHEMATICS	1,250,332.46	99,227.89	313,644.71	25.08	165.72	936,522.03	936,687.75
10	E	---	1--	125400	---	SALARIES	243,112.00	20,167.68	60,503.04	24.89	0.00	182,608.96	182,608.96
10	E	---	2--	125400	---	EMPLOYEE BENEFITS	128,054.72	9,933.11	30,683.45	23.96	0.00	97,371.27	97,371.27
10	E	---	3--	125400	---	PURCHASED SERVICES	9,720.00	450.00	11,985.48	123.31	400.00	2,665.48-	2,265.48-
10	E	---	4--	125400	---	NON-CAPITAL OBJECTS	16,400.00	897.51	4,955.21	30.21	4,392.39	7,052.40	11,444.79
10	E	---	9--	125400	---	OTHER EXPENDITURES	5,065.00	300.00	1,406.00	27.76	834.00	2,825.00	3,659.00
10	E	---	---	125400	---	VOCAL MUSIC	402,351.72	31,748.30	109,533.18	27.22	5,626.39	287,192.15	292,818.54
10	E	---	1--	125500	---	SALARIES	158,850.00	13,237.50	39,712.50	25.00	0.00	119,137.50	119,137.50
10	E	---	2--	125500	---	EMPLOYEE BENEFITS	83,706.30	6,442.75	19,464.74	23.25	0.00	64,241.56	64,241.56
10	E	---	3--	125500	---	PURCHASED SERVICES	12,100.00	72.00	462.00	3.82	10,638.00	1,000.00	11,638.00
10	E	---	4--	125500	---	NON-CAPITAL OBJECTS	26,852.00	1,474.21	20,557.31	76.56	8,445.41	2,150.72-	6,294.69
10	E	---	9--	125500	---	OTHER EXPENDITURES	3,110.00	868.00	1,461.00	46.98	1,660.00	11.00-	1,649.00
10	E	---	---	125500	---	INSTRUMENTAL MUSIC	284,618.30	22,094.46	81,657.55	28.69	20,743.41	182,217.34	202,960.75
10	E	---	1--	126000	---	SALARIES	579,187.00	48,265.66	144,796.98	25.00	0.00	434,390.02	434,390.02
10	E	---	2--	126000	---	EMPLOYEE BENEFITS	322,876.35	24,895.29	76,514.68	23.70	0.00	246,361.67	246,361.67
10	E	---	3--	126000	---	PURCHASED SERVICES	1,500.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
10	E	---	4--	126000	---	NON-CAPITAL OBJECTS	22,515.00	1,442.33	9,865.10	43.82	1,155.16	11,494.74	12,649.90
10	E	---	5--	126000	---	CAPITAL OBJECTS	3,200.00	0.00	0.00	0.00	0.00	3,200.00	3,200.00
10	E	---	---	126000	---	SCIENCE	929,278.35	74,603.28	231,176.76	24.88	1,155.16	696,946.43	698,101.59
10	E	---	1--	127000	---	SALARIES	464,650.00	38,720.92	116,162.76	25.00	0.00	348,487.24	348,487.24
10	E	---	2--	127000	---	EMPLOYEE BENEFITS	240,788.16	18,761.11	57,706.77	23.97	0.00	183,081.39	183,081.39
10	E	---	4--	127000	---	NON-CAPITAL OBJECTS	1,823.00	0.00	1,452.65	79.68	181.32	189.03	370.35
10	E	---	---	127000	---	SOCIAL SCIENCE	707,261.16	57,482.03	175,322.18	24.79	181.32	531,757.66	531,938.98
10	E	---	1--	129100	---	SALARIES	66,259.87	6,472.77	17,879.43	26.98	0.00	48,380.44	48,380.44
10	E	---	2--	129100	---	EMPLOYEE BENEFITS	62,808.50	5,568.61	15,500.81	24.68	0.00	47,307.69	47,307.69
10	E	---	3--	129100	---	PURCHASED SERVICES	6,200.00	0.00	6,586.00	106.23	0.00	386.00-	386.00-
10	E	---	4--	129100	---	NON-CAPITAL OBJECTS	2,215.00	0.00	4,858.40	219.34	467.29	3,110.69-	2,643.40-
10	E	---	---	129100	---	CAREER DEVELOPMENT - MAS	137,483.37	12,041.38	44,824.64	32.60	467.29	92,191.44	92,658.73
10	E	---	3--	129300	---	PURCHASED SERVICES	7,500.00	0.00	6,400.00	85.33	0.00	1,100.00	1,100.00
10	E	---	4--	129300	---	NON-CAPITAL OBJECTS	26,825.00	0.00	3,112.92	11.60	443.26	23,268.82	23,712.08
10	E	---	---	129300	---	COMPUTER LITERACY	34,325.00	0.00	9,512.92	27.71	443.26	24,368.82	24,812.08

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10 E --- 1-- 131000 ---	SALARIES	108,000.00	7,916.68	23,750.04	21.99	0.00	84,249.96	84,249.96
10 E --- 2-- 131000 ---	EMPLOYEE BENEFITS	80,133.62	4,513.90	13,880.97	17.32	0.00	66,252.65	66,252.65
10 E --- 3-- 131000 ---	PURCHASED SERVICES	0.00	0.00	0.00	0.00	816.72	816.72-	0.00
10 E --- 4-- 131000 ---	NON-CAPITAL OBJECTS	11,250.00	1,441.88	1,983.77	17.63	2,904.48	6,361.75	9,266.23
10 E --- 9-- 131000 ---	OTHER EXPENDITURES	330.00	0.00	0.00	0.00	0.00	330.00	330.00
10 E --- --- 131000 ---	AGRICULTURE	199,713.62	13,872.46	39,614.78	19.84	3,721.20	156,377.64	160,098.84
10 E --- 1-- 132000 ---	SALARIES	106,900.00	8,908.34	26,725.02	25.00	0.00	80,174.98	80,174.98
10 E --- 2-- 132000 ---	EMPLOYEE BENEFITS	48,003.44	3,739.91	11,220.15	23.37	0.00	36,783.29	36,783.29
10 E --- 3-- 132000 ---	PURCHASED SERVICES	5,325.00	21.09	611.09	11.48	0.00	4,713.91	4,713.91
10 E --- 4-- 132000 ---	NON-CAPITAL OBJECTS	10,745.00	2,100.00	6,285.61	58.50	0.00	4,459.39	4,459.39
10 E --- 9-- 132000 ---	OTHER EXPENDITURES	3,000.00	153.00	178.00	5.93	0.00	2,822.00	2,822.00
10 E --- --- 132000 ---	BUSINESS OCCUPATIONS	173,973.44	14,922.34	45,019.87	25.88	0.00	128,953.57	128,953.57
10 E --- 1-- 135000 ---	SALARIES	117,925.00	9,827.10	29,481.30	25.00	0.00	88,443.70	88,443.70
10 E --- 2-- 135000 ---	EMPLOYEE BENEFITS	64,033.90	4,961.72	15,023.14	23.46	0.00	49,010.76	49,010.76
10 E --- 3-- 135000 ---	PURCHASED SERVICES	1,000.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00
10 E --- 4-- 135000 ---	NON-CAPITAL OBJECTS	16,900.00	1,922.81	7,998.73	47.33	9,767.20	865.93-	8,901.27
10 E --- --- 135000 ---	HOME ECONOMICS	199,858.90	16,711.63	52,503.17	26.27	9,767.20	137,588.53	147,355.73
10 E --- 1-- 136000 ---	SALARIES	330,290.00	27,524.18	81,729.86	24.74	0.00	248,560.14	248,560.14
10 E --- 2-- 136000 ---	EMPLOYEE BENEFITS	171,542.32	13,368.76	40,701.28	23.73	0.00	130,841.04	130,841.04
10 E --- 3-- 136000 ---	PURCHASED SERVICES	6,246.00	0.00	0.00	0.00	0.00	6,246.00	6,246.00
10 E --- 4-- 136000 ---	NON-CAPITAL OBJECTS	34,310.00	5,866.01	16,533.49	48.19	6,982.09	10,794.42	17,776.51
10 E --- --- 136000 ---	TECHNOLOGY EDUCATION	542,388.32	46,758.95	138,964.63	25.62	6,982.09	396,441.60	403,423.69
10 E --- 1-- 138000 ---	SALARIES	32,911.12	3,416.00	11,494.81	34.93	0.00	21,416.31	21,416.31
10 E --- 2-- 138000 ---	EMPLOYEE BENEFITS	36,538.36	513.13	1,728.45	4.73	0.00	34,809.91	34,809.91
10 E --- --- 138000 ---	VOCATIONAL SPECIAL NEEDS	69,449.48	3,929.13	13,223.26	19.04	0.00	56,226.22	56,226.22
10 E --- 1-- 139000 ---	SALARIES	10,000.00	1,071.00	2,751.75	27.52	0.00	7,248.25	7,248.25
10 E --- 2-- 139000 ---	EMPLOYEE BENEFITS	0.00	81.94	210.53	0.00	0.00	210.53-	210.53-
10 E --- --- 139000 ---	OTHER VOCATIONAL CURRICU	10,000.00	1,152.94	2,962.28	29.62	0.00	7,037.72	7,037.72
10 E --- 4-- 141000 ---	NON-CAPITAL OBJECTS	300.00	0.00	193.36	64.45	0.00	106.64	106.64
10 E --- --- 141000 ---	HEALTH EDUCATION	300.00	0.00	193.36	64.45	0.00	106.64	106.64
10 E --- 1-- 143000 ---	SALARIES	435,441.00	35,286.84	113,717.16	26.12	0.00	321,723.84	321,723.84
10 E --- 2-- 143000 ---	EMPLOYEE BENEFITS	237,938.19	20,847.18	65,621.48	27.58	0.00	172,316.71	172,316.71
10 E --- 3-- 143000 ---	PURCHASED SERVICES	3,975.00	132.85	312.85	7.87	0.00	3,662.15	3,662.15

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10 E --- 4-- 143000 ---	NON-CAPITAL OBJECTS	22,860.00	5,720.24-	16,971.91	74.24	460.79	5,427.30	5,888.09
10 E --- 9-- 143000 ---	OTHER EXPENDITURES	240.00	0.00	50.00	20.83	0.00	190.00	190.00
10 E --- --- 143000 ---	PHYSICAL EDUCATION	700,454.19	50,546.63	196,673.40	28.08	460.79	503,320.00	503,780.79
10 E --- 1-- 161000 ---	SALARIES	72,382.80	3,369.16	13,695.46	18.92	0.00	58,687.34	58,687.34
10 E --- 2-- 161000 ---	EMPLOYEE BENEFITS	12,322.32	543.65	2,279.86	18.50	0.00	10,042.46	10,042.46
10 E --- 3-- 161000 ---	PURCHASED SERVICES	200.00	0.00	0.00	0.00	0.00	200.00	200.00
10 E --- 4-- 161000 ---	NON-CAPITAL OBJECTS	200.00	0.00	105.65	52.83	0.00	94.35	94.35
10 E --- 9-- 161000 ---	OTHER EXPENDITURES	500.00	0.00	954.60	190.92	0.00	454.60-	454.60-
10 E --- --- 161000 ---	CO-CURRICULAR ACADEMIC	85,605.12	3,912.81	17,035.57	19.90	0.00	68,569.55	68,569.55
10 E --- 1-- 162000 ---	SALARIES	215,432.80	29,216.42	68,352.15	31.73	0.00	147,080.65	147,080.65
10 E --- 2-- 162000 ---	EMPLOYEE BENEFITS	40,073.05	4,328.24	11,563.30	28.86	0.00	28,509.75	28,509.75
10 E --- 3-- 162000 ---	PURCHASED SERVICES	94,920.00	7,217.06	36,226.66	38.17	0.00	58,693.34	58,693.34
10 E --- 4-- 162000 ---	NON-CAPITAL OBJECTS	76,200.00	9,875.36	32,277.05	42.36	14,310.08	29,612.87	43,922.95
10 E --- 5-- 162000 ---	CAPITAL OBJECTS	2,900.00	0.00	0.00	0.00	0.00	2,900.00	2,900.00
10 E --- 9-- 162000 ---	OTHER EXPENDITURES	25,080.00	1,551.10	10,839.30	43.22	0.00	14,240.70	14,240.70
10 E --- --- 162000 ---	CO-CURRICULAR ATHLETICS	454,605.85	52,188.18	159,258.46	35.03	14,310.08	281,037.31	295,347.39
10 E --- 1-- 171000 ---	SALARIES	169,976.49	17,347.99	48,623.16	28.61	0.00	121,353.33	121,353.33
10 E --- 2-- 171000 ---	EMPLOYEE BENEFITS	118,336.14	10,380.25	29,460.16	24.90	0.00	88,875.98	88,875.98
10 E --- 3-- 171000 ---	PURCHASED SERVICES	1,000.00	800.71	1,153.82	115.38	0.00	153.82-	153.82-
10 E --- 4-- 171000 ---	NON-CAPITAL OBJECTS	3,700.00	222.82	610.62	16.50	296.23	2,793.15	3,089.38
10 E --- --- 171000 ---	CULTURALLY/SOCIALLY DISA	293,012.63	28,751.77	79,847.76	27.25	296.23	212,868.64	213,164.87
10 E --- 3-- 172000 ---	PURCHASED SERVICES	1,600.00	0.00	1,000.00	62.50	0.00	600.00	600.00
10 E --- 4-- 172000 ---	NON-CAPITAL OBJECTS	9,525.00	109.89	2,311.03	24.26	0.00	7,213.97	7,213.97
10 E --- 9-- 172000 ---	OTHER EXPENDITURES	0.00	1,050.00	1,050.00	0.00	0.00	1,050.00-	1,050.00-
10 E --- --- 172000 ---	GIFTED AND TALENTED	11,125.00	1,159.89	4,361.03	39.20	0.00	6,763.97	6,763.97
10 E --- --- 1----- ---	INSTRUCTION	14,346,591.97	1,104,994.37	3,702,110.94	25.80	88,197.20	10,556,283.83	10,644,481.03
10 E --- 1-- 213000 ---	SALARIES	177,888.12	14,775.98	48,256.08	27.13	0.00	129,632.04	129,632.04
10 E --- 2-- 213000 ---	EMPLOYEE BENEFITS	71,889.22	2,464.83	8,119.31	11.29	0.00	63,769.91	63,769.91
10 E --- 3-- 213000 ---	PURCHASED SERVICES	3,955.00	0.00	0.00	0.00	0.00	3,955.00	3,955.00
10 E --- 4-- 213000 ---	NON-CAPITAL OBJECTS	11,850.00	509.72	1,741.52	14.70	3,448.66	6,659.82	10,108.48
10 E --- 9-- 213000 ---	OTHER EXPENDITURES	0.00	0.00	127.10	0.00	0.00	127.10-	127.10-
10 E --- --- 213000 ---	PUPIL SERVICES - GUIDANC	265,582.34	17,750.53	58,244.01	21.93	3,448.66	203,889.67	207,338.33
10 E --- 1-- 214000 ---	SALARIES	157,450.00	13,120.86	37,058.40	23.54	0.00	120,391.60	120,391.60

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10	E	---	2--	214000	---	EMPLOYEE BENEFITS	98,652.90	7,611.61	21,945.62	22.25	0.00	76,707.28	76,707.28
10	E	---	3--	214000	---	PURCHASED SERVICES	1,970.00	180.00	288.40	14.64	0.00	1,681.60	1,681.60
10	E	---	4--	214000	---	NON-CAPITAL OBJECTS	8,500.00	446.35	2,489.24	29.29	192.59	5,818.17	6,010.76
10	E	---	9--	214000	---	OTHER EXPENDITURES	540.00	0.00	131.00	24.26	0.00	409.00	409.00
10	E	---	---	214000	---	PUPIL SERVICES - NURSE	267,112.90	21,358.82	61,912.66	23.18	192.59	205,007.65	205,200.24
10	E	---	1--	214900	---	SALARIES	50,764.68	7,045.48	18,223.54	35.90	0.00	32,541.14	32,541.14
10	E	---	2--	214900	---	EMPLOYEE BENEFITS	20,371.05	2,329.75	6,035.61	29.63	0.00	14,335.44	14,335.44
10	E	---	---	214900	---	OTHER HEALTH	71,135.73	9,375.23	24,259.15	34.10	0.00	46,876.58	46,876.58
10	E	---	3--	219000	---	PURCHASED SERVICES	0.00	1,374.91	1,374.91	0.00	0.00	1,374.91-	1,374.91-
10	E	---	4--	219000	---	NON-CAPITAL OBJECTS	10,000.00	210.25	2,160.86	21.61	494.52	7,344.62	7,839.14
10	E	---	9--	219000	---	OTHER EXPENDITURES	0.00	0.00	100.00	0.00	0.00	100.00-	100.00-
10	E	---	---	219000	---	OTHER PUPIL SERVICES	10,000.00	1,585.16	3,635.77	36.36	494.52	5,869.71	6,364.23
10	E	---	1--	221000	---	SALARIES	0.00	0.00	200.00	0.00	0.00	200.00-	200.00-
10	E	---	2--	221000	---	EMPLOYEE BENEFITS	0.00	0.00	29.20	0.00	0.00	29.20-	29.20-
10	E	---	---	221000	---	IMPROVEMENT OF INSTRUCTI	0.00	0.00	229.20	0.00	0.00	229.20-	229.20-
10	E	---	1--	221200	---	SALARIES	36,804.00	0.00	18,033.56	49.00	0.00	18,770.44	18,770.44
10	E	---	2--	221200	---	EMPLOYEE BENEFITS	3,900.00	0.00	2,627.75	67.38	0.00	1,272.25	1,272.25
10	E	---	3--	221200	---	PURCHASED SERVICES	3,070.00	0.00	0.00	0.00	0.00	3,070.00	3,070.00
10	E	---	4--	221200	---	NON-CAPITAL OBJECTS	5,800.00	493.66	1,164.41	20.08	355.32	4,280.27	4,635.59
10	E	---	9--	221200	---	OTHER EXPENDITURES	0.00	0.00	3,200.00	0.00	0.00	3,200.00-	3,200.00-
10	E	---	---	221200	---	CURRICULUM DEVELOPMENT	49,574.00	493.66	25,025.72	50.48	355.32	24,192.96	24,548.28
10	E	---	1--	221201	---	SALARIES	90,081.00	7,506.76	37,533.80	41.67	0.00	52,547.20	52,547.20
10	E	---	2--	221201	---	EMPLOYEE BENEFITS	50,764.18	3,521.82	17,609.10	34.69	0.00	33,155.08	33,155.08
10	E	---	---	221201	---	CURRICULUM DEVELOPMENT	140,845.18	11,028.58	55,142.90	39.15	0.00	85,702.28	85,702.28
10	E	---	1--	221300	---	SALARIES	34,295.62	2,243.75	15,092.58	44.01	0.00	19,203.04	19,203.04
10	E	---	2--	221300	---	EMPLOYEE BENEFITS	32,000.00	303.77	8,814.43	27.55	0.00	23,185.57	23,185.57
10	E	---	3--	221300	---	PURCHASED SERVICES	37,480.00	9,521.23	24,675.79	65.84	0.00	12,804.21	12,804.21
10	E	---	4--	221300	---	NON-CAPITAL OBJECTS	7,500.00	0.00	6,630.87	88.41	200.97	668.16	869.13
10	E	---	9--	221300	---	OTHER EXPENDITURES	500.00	250.00	250.00	50.00	0.00	250.00	250.00
10	E	---	---	221300	---	INSTRUCTIONAL STAFF TRAI	111,775.62	12,318.75	55,463.67	49.62	200.97	56,110.98	56,311.95
10	E	---	4--	221400	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	185.00	185.00-	0.00
10	E	---	---	221400	---	PROFESSIONAL LIBRARY	0.00	0.00	0.00	0.00	185.00	185.00-	0.00

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10 E --- 3-- 221500 ---	PURCHASED SERVICES	148,979.00	0.00	16,685.30	11.20	0.00	132,293.70	132,293.70
10 E --- 4-- 221500 ---	NON-CAPITAL OBJECTS	245,945.00	14,479.74	20,502.86	8.34	47.45	225,394.69	225,442.14
10 E --- --- 221500 ---	INSTRUCTION RELATED TECH	394,924.00	14,479.74	37,188.16	9.42	47.45	357,688.39	357,735.84
10 E --- 1-- 221900 ---	SALARIES	204,928.70	14,151.67	41,229.05	20.12	0.00	163,699.65	163,699.65
10 E --- 2-- 221900 ---	EMPLOYEE BENEFITS	120,837.45	9,740.19	28,524.92	23.61	0.00	92,312.53	92,312.53
10 E --- --- 221900 ---	OTHER IMPROVEMENT OF INS	325,766.15	23,891.86	69,753.97	21.41	0.00	256,012.18	256,012.18
10 E --- 1-- 222200 ---	SALARIES	236,401.59	23,692.97	65,798.60	27.83	0.00	170,602.99	170,602.99
10 E --- 2-- 222200 ---	EMPLOYEE BENEFITS	174,285.17	14,964.60	41,703.87	23.93	0.00	132,581.30	132,581.30
10 E --- 3-- 222200 ---	PURCHASED SERVICES	33,700.00	0.00	31,764.14	94.26	0.00	1,935.86	1,935.86
10 E --- 4-- 222200 ---	NON-CAPITAL OBJECTS	87,782.00	1,103.76	13,459.46	15.33	33,499.09	40,823.45	74,322.54
10 E --- --- 222200 ---	SCHOOL LIBRARY	532,168.76	39,761.33	152,726.07	28.70	33,499.09	345,943.60	379,442.69
10 E --- 1-- 223700 ---	SALARIES	24,825.00	2,002.08	6,006.24	24.19	0.00	18,818.76	18,818.76
10 E --- 2-- 223700 ---	EMPLOYEE BENEFITS	3,856.02	300.47	901.40	23.38	0.00	2,954.62	2,954.62
10 E --- --- 223700 ---	SUP/COOR VOC ED - LVEC	28,681.02	2,302.55	6,907.64	24.08	0.00	21,773.38	21,773.38
10 E --- 1-- 231000 ---	SALARIES	22,000.00	2,930.00	8,745.00	39.75	0.00	13,255.00	13,255.00
10 E --- 2-- 231000 ---	EMPLOYEE BENEFITS	1,825.00	224.13	668.96	36.66	0.00	1,156.04	1,156.04
10 E --- 3-- 231000 ---	PURCHASED SERVICES	69,700.00	1,686.50	27,108.50	38.89	0.00	42,591.50	42,591.50
10 E --- 4-- 231000 ---	NON-CAPITAL OBJECTS	4,000.00	356.52	1,482.94	37.07	0.00	2,517.06	2,517.06
10 E --- 9-- 231000 ---	OTHER EXPENDITURES	8,530.00	0.00	240.00	2.81	0.00	8,290.00	8,290.00
10 E --- --- 231000 ---	BOARD OF EDUCATION	106,055.00	5,197.15	38,245.40	36.06	0.00	67,809.60	67,809.60
10 E --- 3-- 231500 ---	PURCHASED SERVICES	22,000.00	310.00	4,415.00	20.07	0.00	17,585.00	17,585.00
10 E --- --- 231500 ---	BOARD OF EDUCATION - LEG	22,000.00	310.00	4,415.00	20.07	0.00	17,585.00	17,585.00
10 E --- 1-- 232000 ---	SALARIES	230,229.84	19,690.44	93,801.87	40.74	0.00	136,427.97	136,427.97
10 E --- 2-- 232000 ---	EMPLOYEE BENEFITS	111,936.45	7,574.79	38,107.28	34.04	0.00	73,829.17	73,829.17
10 E --- 3-- 232000 ---	PURCHASED SERVICES	3,920.00	325.00	1,130.63	28.84	0.00	2,789.37	2,789.37
10 E --- 4-- 232000 ---	NON-CAPITAL OBJECTS	7,500.00	736.05	3,233.84	43.12	238.19	4,027.97	4,266.16
10 E --- 9-- 232000 ---	OTHER EXPENDITURES	0.00	0.00	1,230.00	0.00	0.00	1,230.00-	1,230.00-
10 E --- --- 232000 ---	CENTRAL ADMINISTRATION	353,586.29	28,326.28	137,503.62	38.89	238.19	215,844.48	216,082.67
10 E --- 4-- 232300 ---	NON-CAPITAL OBJECTS	5,000.00	613.12	721.88	14.44	149.40	4,128.72	4,278.12
10 E --- 9-- 232300 ---	OTHER EXPENDITURES	0.00	1,496.77	1,496.77	0.00	0.00	1,496.77-	1,496.77-
10 E --- --- 232300 ---	STAFF RELATIONS	5,000.00	2,109.89	2,218.65	44.37	149.40	2,631.95	2,781.35
10 E --- 1-- 240000 ---	SALARIES	952,288.66	83,816.35	374,307.87	39.31	0.00	577,980.79	577,980.79

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10	E	---	2--	240000	---	EMPLOYEE BENEFITS	562,754.18	45,847.57	206,277.88	36.66	0.00	356,476.30	356,476.30
10	E	---	3--	240000	---	PURCHASED SERVICES	23,130.00	35.93	8,752.67	37.84	10,000.00	4,377.33	14,377.33
10	E	---	4--	240000	---	NON-CAPITAL OBJECTS	93,822.00	3,142.16	36,339.44	38.73	26,150.00	31,332.56	57,482.56
10	E	---	9--	240000	---	OTHER EXPENDITURES	3,000.00	0.00	1,378.99	45.97	0.00	1,621.01	1,621.01
10	E	---	---	240000	---	BUILDING ADMINISTRATION	1,634,994.84	132,842.01	627,056.85	38.35	36,150.00	971,787.99	1,007,937.99
10	E	---	1--	252000	---	SALARIES	196,844.81	16,222.40	76,215.03	38.72	0.00	120,629.78	120,629.78
10	E	---	2--	252000	---	EMPLOYEE BENEFITS	91,199.87	7,304.10	35,796.63	39.25	0.00	55,403.24	55,403.24
10	E	---	3--	252000	---	PURCHASED SERVICES	11,370.00	1,163.12	6,918.18	60.85	0.00	4,451.82	4,451.82
10	E	---	4--	252000	---	NON-CAPITAL OBJECTS	1,500.00	0.00	232.86	15.52	873.67	393.47	1,267.14
10	E	---	9--	252000	---	OTHER EXPENDITURES	7,130.00	0.00	1,835.55	25.74	0.00	5,294.45	5,294.45
10	E	---	---	252000	---	FISCAL	308,044.68	24,689.62	120,998.25	39.28	873.67	186,172.76	187,046.43
10	E	---	1--	253000	---	SALARIES	786,351.57	69,421.04	345,236.35	43.90	0.00	441,115.22	441,115.22
10	E	---	2--	253000	---	EMPLOYEE BENEFITS	439,332.53	36,170.35	176,494.23	40.17	0.00	262,838.30	262,838.30
10	E	---	3--	253000	---	PURCHASED SERVICES	586,958.00	32,843.18	137,752.20	23.47	5,000.00	444,205.80	449,205.80
10	E	---	4--	253000	---	NON-CAPITAL OBJECTS	232,100.00	12,621.96	130,898.56	56.40	60,579.95	40,621.49	101,201.44
10	E	---	5--	253000	---	CAPITAL OBJECTS	52,016.88	0.00	97,963.20	188.33	17,317.00	63,263.32-	45,946.32-
10	E	---	9--	253000	---	OTHER EXPENDITURES	4,805.00	0.00	351.13	7.31	0.00	4,453.87	4,453.87
10	E	---	---	253000	---	OPERATION	2,101,563.98	151,056.53	888,695.67	42.29	82,896.95	1,129,971.36	1,212,868.31
10	E	---	1--	254100	---	SALARIES	60,926.32	5,371.91	22,813.83	37.44	0.00	38,112.49	38,112.49
10	E	---	2--	254100	---	EMPLOYEE BENEFITS	37,737.75	3,148.01	15,142.78	40.13	0.00	22,594.97	22,594.97
10	E	---	---	254100	---	DIRECTION OF MAINTENANCE	98,664.07	8,519.92	37,956.61	38.47	0.00	60,707.46	60,707.46
10	E	---	3--	254200	---	PURCHASED SERVICES	73,745.00	0.00	6,224.30	8.44	0.00	67,520.70	67,520.70
10	E	---	4--	254200	---	NON-CAPITAL OBJECTS	3,400.00	0.00	320.00	9.41	0.00	3,080.00	3,080.00
10	E	---	---	254200	---	SITE REPAIRS	77,145.00	0.00	6,544.30	8.48	0.00	70,600.70	70,600.70
10	E	---	3--	254300	---	PURCHASED SERVICES	186,714.00	6,422.22	70,335.42	37.67	22,172.00	94,206.58	116,378.58
10	E	---	4--	254300	---	NON-CAPITAL OBJECTS	7,300.00	1,148.09	2,422.73	33.19	2,999.87	1,877.40	4,877.27
10	E	---	9--	254300	---	OTHER EXPENDITURES	450.00	0.00	0.00	0.00	0.00	450.00	450.00
10	E	---	---	254300	---	BUILDING REPAIRS	194,464.00	7,570.31	72,758.15	37.41	25,171.87	96,533.98	121,705.85
10	E	---	3--	254490	---	PURCHASED SERVICES	12,250.00	3,252.88	11,349.52	92.65	0.00	900.48	900.48
10	E	---	4--	254490	---	NON-CAPITAL OBJECTS	0.00	0.00	240.00	0.00	0.00	240.00-	240.00-
10	E	---	---	254490	---	OTHER EQUIPMENT REPAIRS	12,250.00	3,252.88	11,589.52	94.61	0.00	660.48	660.48
10	E	---	3--	254500	---	PURCHASED SERVICES	7,500.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
10	E	---	4--	254500	---	NON-CAPITAL OBJECTS	0.00	0.00	0.00	0.00	1,198.00	1,198.00-	0.00

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10 E --- --- 254500 ---	VEHICLE MAINTENANCE	7,500.00	0.00	0.00	0.00	1,198.00	6,302.00	7,500.00
10 E --- 4-- 254900 ---	NON-CAPITAL OBJECTS	217,106.12	2,327.50	3,127.50	1.44	0.00	213,978.62	213,978.62
10 E --- --- 254900 ---	OTHER MAINTENANCE	217,106.12	2,327.50	3,127.50	1.44	0.00	213,978.62	213,978.62
10 E --- 3-- 255100 ---	PURCHASED SERVICES	0.00	0.00	6,500.00	0.00	0.00	6,500.00-	6,500.00-
10 E --- --- 255100 ---	CONSTRUCTION	0.00	0.00	6,500.00	0.00	0.00	6,500.00-	6,500.00-
10 E --- 3-- 255300 ---	PURCHASED SERVICES	388,867.00	35,187.00	378,179.38	97.25	0.00	10,687.62	10,687.62
10 E --- --- 255300 ---	REMODELING	388,867.00	35,187.00	378,179.38	97.25	0.00	10,687.62	10,687.62
10 E --- 3-- 255400 ---	PURCHASED SERVICES	51,000.00	41,779.23	44,349.23	86.96	0.00	6,650.77	6,650.77
10 E --- --- 255400 ---	RENTAL IN LIEU OF PURCHA	51,000.00	41,779.23	44,349.23	86.96	0.00	6,650.77	6,650.77
10 E --- 5-- 256300 ---	CAPITAL OBJECTS	65,000.00	0.00	50,149.50	77.15	0.00	14,850.50	14,850.50
10 E --- --- 256300 ---	VEHICLE ACQUISITION	65,000.00	0.00	50,149.50	77.15	0.00	14,850.50	14,850.50
10 E --- 3-- 256710 ---	PURCHASED SERVICES	1,209,638.00	101,822.98	203,645.96	16.84	0.00	1,005,992.04	1,005,992.04
10 E --- --- 256710 ---	CONTR TRANSPORTATION-FLE	1,209,638.00	101,822.98	203,645.96	16.84	0.00	1,005,992.04	1,005,992.04
10 E --- 3-- 256720 ---	PURCHASED SERVICES	15,000.00	2,535.72	4,918.61	32.79	0.00	10,081.39	10,081.39
10 E --- --- 256720 ---	SHUTTLE SERVICE	15,000.00	2,535.72	4,918.61	32.79	0.00	10,081.39	10,081.39
10 E --- 3-- 256741 ---	PURCHASED SERVICES	20,000.00	5,223.52	7,620.88	38.10	0.00	12,379.12	12,379.12
10 E --- --- 256741 ---	OTHER CO-CURRICULAR TRAV	20,000.00	5,223.52	7,620.88	38.10	0.00	12,379.12	12,379.12
10 E --- 3-- 256742 ---	PURCHASED SERVICES	120,000.00	14,381.11	40,385.08	33.65	0.00	79,614.92	79,614.92
10 E --- --- 256742 ---	ATHLETIC TRANSPORTATION	120,000.00	14,381.11	40,385.08	33.65	0.00	79,614.92	79,614.92
10 E --- 3-- 256770 ---	PURCHASED SERVICES	28,000.00	5,363.66	5,363.66	19.16	0.00	22,636.34	22,636.34
10 E --- --- 256770 ---	FIELD TRIPS	28,000.00	5,363.66	5,363.66	19.16	0.00	22,636.34	22,636.34
10 E --- 3-- 259000 ---	PURCHASED SERVICES	5,000.00	460.71	1,785.39	35.71	0.00	3,214.61	3,214.61
10 E --- --- 259000 ---	OTHER BUSINESS ADMINISTR	5,000.00	460.71	1,785.39	35.71	0.00	3,214.61	3,214.61
10 E --- 3-- 260000 ---	PURCHASED SERVICES	103,200.00	17,717.15	44,313.89	42.94	0.00	58,886.11	58,886.11
10 E --- 4-- 260000 ---	NON-CAPITAL OBJECTS	32,600.00	699.17	22,103.58	67.80	585.69	9,910.73	10,496.42
10 E --- 9-- 260000 ---	OTHER EXPENDITURES	0.00	30.00	80.00	0.00	0.00	80.00-	80.00-
10 E --- --- 260000 ---	CENTRAL SERVICES	135,800.00	18,446.32	66,497.47	48.97	585.69	68,716.84	69,302.53

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
10 E --- 7-- 270000 ---	INSURANCE AND JUDGEMENTS	275,974.00	10,115.73	44,483.62	16.12	0.00	231,490.38	231,490.38
10 E --- --- 270000 ---	INSURANCE AND JUDGMENTS	275,974.00	10,115.73	44,483.62	16.12	0.00	231,490.38	231,490.38
10 E --- 6-- 283000 ---	DEBT REITREMENT	50,000.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
10 E --- --- 283000 ---	OPERATIONAL DEBT	50,000.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
10 E --- 2-- 292000 ---	EMPLOYEE BENEFITS	141,222.00	0.00	0.00	0.00	0.00	141,222.00	141,222.00
10 E --- --- 292000 ---	OTHER RETIREE PAYMENTS	141,222.00	0.00	0.00	0.00	0.00	141,222.00	141,222.00
10 E --- 1-- 295000 ---	SALARIES	251,542.62	19,848.51	96,666.64	38.43	0.00	154,875.98	154,875.98
10 E --- 2-- 295000 ---	EMPLOYEE BENEFITS	129,919.73	9,880.71	49,003.88	37.72	0.00	80,915.85	80,915.85
10 E --- 3-- 295000 ---	PURCHASED SERVICES	234,620.00	6,220.32	267,075.17	113.83	4,473.85	36,929.02-	32,455.17-
10 E --- 4-- 295000 ---	NON-CAPITAL OBJECTS	126,456.00	1,328.74	151,316.84	119.66	4,999.26	29,860.10-	24,860.84-
10 E --- --- 295000 ---	ADMINISTRATIVE TECHNOLOG	742,538.35	37,278.28	564,062.53	75.96	9,473.11	169,002.71	178,475.82
10 E --- 2-- 299000 ---	EMPLOYEE BENEFITS	40,000.00	0.00	0.00	0.00	0.00	40,000.00	40,000.00
10 E --- 3-- 299000 ---	PURCHASED SERVICES	4,639.00	1,159.75	2,319.50	50.00	0.00	2,319.50	2,319.50
10 E --- 9-- 299000 ---	OTHER EXPENDITURES	0.00	560.00	560.00	0.00	0.00	560.00-	560.00-
10 E --- --- 299000 ---	MISCELLANEOUS	44,639.00	1,719.75	2,879.50	6.45	0.00	41,759.50	41,759.50
10 E --- --- 2----- ---	SUPPORT SERVICES	10,628,618.03	794,862.31	3,922,419.25	36.90	195,160.48	6,511,038.30	6,706,198.78
10 E --- 8-- 411000 ---	OPERATING TRANSFER - OUT	14,498,132.00	112,372.50	112,372.50	0.78	0.00	14,385,759.50	14,385,759.50
10 E --- --- 411000 ---	TRANSFER FROM FUND 10	14,498,132.00	112,372.50	112,372.50	0.78	0.00	14,385,759.50	14,385,759.50
10 E --- 3-- 431000 ---	PURCHASED SERVICES	7,000.00	290.00	770.00	11.00	0.00	6,230.00	6,230.00
10 E --- --- 431000 ---	GENERAL TUITION PAYMENTS	7,000.00	290.00	770.00	11.00	0.00	6,230.00	6,230.00
10 E --- 3-- 435000 ---	PURCHASED SERVICES	744,590.00	0.00	0.00	0.00	0.00	744,590.00	744,590.00
10 E --- --- 435000 ---	OPEN ENROLLMENT PAYMENTS	744,590.00	0.00	0.00	0.00	0.00	744,590.00	744,590.00
10 E --- 3-- 438000 ---	PURCHASED SERVICES	521,102.00	0.00	0.00	0.00	0.00	521,102.00	521,102.00
10 E --- --- 438000 ---	GENERAL AID REDUCTION	521,102.00	0.00	0.00	0.00	0.00	521,102.00	521,102.00
10 E --- --- 4----- ---	NON-PROGRAM TRANSACTIONS	15,770,824.00	112,662.50	113,142.50	0.72	0.00	15,657,681.50	15,657,681.50
10 - --- --- ------ ---	GENERAL FUND	40,746,034.00	2,012,519.18	7,737,672.69	18.99	283,357.68	32,725,003.63	33,008,361.31

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
21 E --- 4-- 110000 ---	NON-CAPITAL OBJECTS	0.00	0.00	1,172.08	0.00	719.70	1,891.78-	1,172.08-
21 E --- --- 110000 ---	UNDIFFERENTIATED CURRICU	0.00	0.00	1,172.08	0.00	719.70	1,891.78-	1,172.08-
21 E --- 3-- 120000 ---	PURCHASED SERVICES	0.00	0.00	1,429.92	0.00	0.00	1,429.92-	1,429.92-
21 E --- 4-- 120000 ---	NON-CAPITAL OBJECTS	0.00	15,315.83	34,636.33	0.00	3,984.61	38,620.94-	34,636.33-
21 E --- 9-- 120000 ---	OTHER EXPENDITURES	0.00	1,010.00	1,510.00	0.00	0.00	1,510.00-	1,510.00-
21 E --- --- 120000 ---	REGULAR CURRICULUM	0.00	16,325.83	37,576.25	0.00	3,984.61	41,560.86-	37,576.25-
21 E --- 4-- 121000 ---	NON-CAPITAL OBJECTS	0.00	0.00	524.83	0.00	0.00	524.83-	524.83-
21 E --- --- 121000 ---	ART	0.00	0.00	524.83	0.00	0.00	524.83-	524.83-
21 E --- 3-- 122000 ---	PURCHASED SERVICES	0.00	0.00	420.00	0.00	0.00	420.00-	420.00-
21 E --- --- 122000 ---	ENGLISH LANGUAGE	0.00	0.00	420.00	0.00	0.00	420.00-	420.00-
21 E --- 4-- 123219 ---	NON-CAPITAL OBJECTS	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00-	1,500.00-
21 E --- --- 123219 ---	SPANISH	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00-	1,500.00-
21 E --- 4-- 125500 ---	NON-CAPITAL OBJECTS	0.00	0.00	1,000.00	0.00	0.00	1,000.00-	1,000.00-
21 E --- --- 125500 ---	INSTRUMENTAL MUSIC	0.00	0.00	1,000.00	0.00	0.00	1,000.00-	1,000.00-
21 E --- 4-- 126000 ---	NON-CAPITAL OBJECTS	0.00	500.00	500.00	0.00	932.12	1,432.12-	500.00-
21 E --- --- 126000 ---	SCIENCE	0.00	500.00	500.00	0.00	932.12	1,432.12-	500.00-
21 E --- 4-- 127000 ---	NON-CAPITAL OBJECTS	0.00	0.00	308.63	0.00	0.00	308.63-	308.63-
21 E --- --- 127000 ---	SOCIAL SCIENCE	0.00	0.00	308.63	0.00	0.00	308.63-	308.63-
21 E --- 4-- 135000 ---	NON-CAPITAL OBJECTS	0.00	0.00	806.77	0.00	193.23	1,000.00-	806.77-
21 E --- --- 135000 ---	HOME ECONOMICS	0.00	0.00	806.77	0.00	193.23	1,000.00-	806.77-
21 E --- 4-- 136000 ---	NON-CAPITAL OBJECTS	0.00	0.00	208.51	0.00	14.45	222.96-	208.51-
21 E --- --- 136000 ---	TECHNOLOGY EDUCATION	0.00	0.00	208.51	0.00	14.45	222.96-	208.51-
21 E --- --- 1----- ---	INSTRUCTION	0.00	18,325.83	44,017.07	0.00	5,844.11	49,861.18-	44,017.07-
21 E --- 3-- 240000 ---	PURCHASED SERVICES	0.00	3,252.00	12,558.25	0.00	0.00	12,558.25-	12,558.25-
21 E --- 4-- 240000 ---	NON-CAPITAL OBJECTS	0.00	42,973.60	105,829.39	0.00	10,907.65	116,737.04-	105,829.39-
21 E --- 9-- 240000 ---	OTHER EXPENDITURES	0.00	3,361.90	7,304.18	0.00	0.00	7,304.18-	7,304.18-
21 E --- --- 240000 ---	BUILDING ADMINISTRATION	0.00	49,587.50	125,691.82	0.00	10,907.65	136,599.47-	125,691.82-
21 E --- 3-- 255100 ---	PURCHASED SERVICES	0.00	28,632.82	185,970.50	0.00	153,687.62	339,658.12-	185,970.50-

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
21 E --- 9-- 255100 ---	OTHER EXPENDITURES	0.00	0.00	780.00	0.00	0.00	780.00-	780.00-
21 E --- --- 255100 ---	CONSTRUCTION	0.00	28,632.82	186,750.50	0.00	153,687.62	340,438.12-	186,750.50-
21 E --- 3-- 256742 ---	PURCHASED SERVICES	0.00	300.00	2,950.00	0.00	0.00	2,950.00-	2,950.00-
21 E --- --- 256742 ---	ATHLETIC TRANSPORTATION	0.00	300.00	2,950.00	0.00	0.00	2,950.00-	2,950.00-
21 E --- 3-- 256770 ---	PURCHASED SERVICES	0.00	8,875.00	8,875.00	0.00	0.00	8,875.00-	8,875.00-
21 E --- --- 256770 ---	FIELD TRIPS	0.00	8,875.00	8,875.00	0.00	0.00	8,875.00-	8,875.00-
21 E --- --- 2----- ---	SUPPORT SERVICES	0.00	87,395.32	324,267.32	0.00	164,595.27	488,862.59-	324,267.32-
21 E --- 3-- 450000 ---	PURCHASED SERVICES	0.00	0.00	25,000.00	0.00	0.00	25,000.00-	25,000.00-
21 E --- --- 450000 ---	POST-SECONDARY SCHOLARSH	0.00	0.00	25,000.00	0.00	0.00	25,000.00-	25,000.00-
21 E --- --- 4----- ---	NON-PROGRAM TRANSACTIONS	0.00	0.00	25,000.00	0.00	0.00	25,000.00-	25,000.00-
21 - --- --- ------ ---	GIFT FUND	0.00	105,721.15	393,284.39	0.00	170,439.38	563,723.77-	393,284.39-

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
27 E --- 1-- 152000 ---	SALARIES	148,375.21	8,191.68	24,575.04	16.56	0.00	123,800.17	123,800.17
27 E --- 2-- 152000 ---	EMPLOYEE BENEFITS	116,700.27	6,010.87	18,583.53	15.92	0.00	98,116.74	98,116.74
27 E --- 3-- 152000 ---	PURCHASED SERVICES	0.00	0.00	320.70	0.00	0.00	320.70-	320.70-
27 E --- 4-- 152000 ---	NON-CAPITAL OBJECTS	12,000.00	2,032.05	6,794.26	56.62	1,138.82	4,066.92	5,205.74
27 E --- 9-- 152000 ---	OTHER EXPENDITURES	1,200.00	480.00	905.00	75.42	0.00	295.00	295.00
27 E --- --- 152000 ---	EARLY CHILDHOOD	278,275.48	16,714.60	51,178.53	18.39	1,138.82	225,958.13	227,096.95
27 E --- 3-- 156100 ---	PURCHASED SERVICES	0.00	5,469.00	10,938.00	0.00	0.00	10,938.00-	10,938.00-
27 E --- --- 156100 ---	HEARING IMPAIRMENT DEAF/	0.00	5,469.00	10,938.00	0.00	0.00	10,938.00-	10,938.00-
27 E --- 1-- 156110 ---	SALARIES	0.00	0.00	80.05	0.00	0.00	80.05-	80.05-
27 E --- 2-- 156110 ---	EMPLOYEE BENEFITS	0.00	0.00	11.68	0.00	0.00	11.68-	11.68-
27 E --- 3-- 156110 ---	PURCHASED SERVICES	27,113.00	0.00	0.00	0.00	0.00	27,113.00	27,113.00
27 E --- --- 156110 ---	HEARING IMPAIRMENT	27,113.00	0.00	91.73	0.34	0.00	27,021.27	27,021.27
27 E --- 1-- 156600 ---	SALARIES	518,064.00	43,123.42	163,612.86	31.58	0.00	354,451.14	354,451.14
27 E --- 2-- 156600 ---	EMPLOYEE BENEFITS	285,141.17	23,126.13	87,867.27	30.82	0.00	197,273.90	197,273.90
27 E --- 3-- 156600 ---	PURCHASED SERVICES	1,800.00	870.40	3,097.60	172.09	0.00	1,297.60-	1,297.60-
27 E --- 4-- 156600 ---	NON-CAPITAL OBJECTS	3,000.00	363.92	781.33	26.04	673.19	1,545.48	2,218.67
27 E --- 9-- 156600 ---	OTHER EXPENDITURES	800.00	250.00	250.00	31.25	0.00	550.00	550.00
27 E --- --- 156600 ---	SPEECH/LANGUAGE	808,805.17	67,733.87	255,609.06	31.60	673.19	552,522.92	553,196.11
27 E --- 3-- 156700 ---	PURCHASED SERVICES	18,794.00	3,806.25	7,612.50	40.50	0.00	11,181.50	11,181.50
27 E --- --- 156700 ---	VISUALLY IMPAIRED	18,794.00	3,806.25	7,612.50	40.50	0.00	11,181.50	11,181.50
27 E --- 1-- 158700 ---	SALARIES	2,401,109.50	199,715.50	731,015.62	30.44	0.00	1,670,093.88	1,670,093.88
27 E --- 2-- 158700 ---	EMPLOYEE BENEFITS	1,518,401.01	109,298.13	398,224.40	26.23	0.00	1,120,176.61	1,120,176.61
27 E --- 3-- 158700 ---	PURCHASED SERVICES	55,600.00	11,476.90	23,882.84	42.95	11.00	31,706.16	31,717.16
27 E --- 4-- 158700 ---	NON-CAPITAL OBJECTS	161,000.00	11,497.24	171,828.93	106.73	25,176.76	36,005.69-	10,828.93-
27 E --- 5-- 158700 ---	CAPITAL OBJECTS	7,000.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
27 E --- 9-- 158700 ---	OTHER EXPENDITURES	1,200.00	1,180.20	1,228.20	102.35	0.00	28.20-	28.20-
27 E --- --- 158700 ---	CROSS CATEGORICAL	4,144,310.51	333,167.97	1,326,179.99	32.00	25,187.76	2,792,942.76	2,818,130.52
27 E --- 1-- 158777 ---	SALARIES	68,320.00	0.00	22,773.36	33.33	0.00	45,546.64	45,546.64
27 E --- 2-- 158777 ---	EMPLOYEE BENEFITS	37,988.72	0.00	12,066.30	31.76	0.00	25,922.42	25,922.42
27 E --- --- 158777 ---	RVA CROSS CATEGORICAL	106,308.72	0.00	34,839.66	32.77	0.00	71,469.06	71,469.06
27 E --- 9-- 159100 ---	OTHER EXPENDITURES	2,000.00	100.00	2,004.25	100.21	0.00	4.25-	4.25-
27 E --- --- 159100 ---	SPECIAL ED ASSISTANTS	2,000.00	100.00	2,004.25	100.21	0.00	4.25-	4.25-

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
27 E --- 1-- 159180 ---	SALARIES	1,102,920.17	150,943.90	366,023.97	33.19	0.00	736,896.20	736,896.20
27 E --- 2-- 159180 ---	EMPLOYEE BENEFITS	814,182.84	79,174.69	198,397.47	24.37	0.00	615,785.37	615,785.37
27 E --- --- 159180 ---	CROSS CATEGORICAL - ASST	1,917,103.01	230,118.59	564,421.44	29.44	0.00	1,352,681.57	1,352,681.57
27 E --- 1-- 159300 ---	SALARIES	6,573.00	547.74	1,643.22	25.00	0.00	4,929.78	4,929.78
27 E --- 2-- 159300 ---	EMPLOYEE BENEFITS	986.68	286.65	922.84	93.53	0.00	63.84	63.84
27 E --- 4-- 159300 ---	NON-CAPITAL OBJECTS	500.00	0.00	0.00	0.00	0.00	500.00	500.00
27 E --- --- 159300 ---	ADAPTIVE PHY ED	8,059.68	834.39	2,566.06	31.84	0.00	5,493.62	5,493.62
27 E --- --- 1----- ---	INSTRUCTION	7,310,769.57	657,944.67	2,255,441.22	30.85	26,999.77	5,028,328.58	5,055,328.35
27 E --- 1-- 212000 ---	SALARIES	147,712.50	13,812.52	43,137.56	29.20	0.00	104,574.94	104,574.94
27 E --- 2-- 212000 ---	EMPLOYEE BENEFITS	76,927.71	6,797.80	20,552.57	26.72	0.00	56,375.14	56,375.14
27 E --- --- 212000 ---	SOCIAL WORK	224,640.21	20,610.32	63,690.13	28.35	0.00	160,950.08	160,950.08
27 E --- 3-- 212200 ---	PURCHASED SERVICES	500.00	0.00	0.00	0.00	0.00	500.00	500.00
27 E --- --- 212200 ---	Social Work	500.00	0.00	0.00	0.00	0.00	500.00	500.00
27 E --- 1-- 215000 ---	SALARIES	330,328.12	32,532.38	127,316.86	38.54	0.00	203,011.26	203,011.26
27 E --- 2-- 215000 ---	EMPLOYEE BENEFITS	170,115.75	14,001.79	51,915.89	30.52	0.00	118,199.86	118,199.86
27 E --- 3-- 215000 ---	PURCHASED SERVICES	500.00	0.00	0.00	0.00	0.00	500.00	500.00
27 E --- 4-- 215000 ---	NON-CAPITAL OBJECTS	1,000.00	0.00	3,129.55	312.96	105.69	2,235.24-	2,129.55-
27 E --- 9-- 215000 ---	OTHER EXPENDITURES	0.00	0.00	394.89	0.00	0.00	394.89-	394.89-
27 E --- --- 215000 ---	PSYCHOLOGICAL SERVICES	501,943.87	46,534.17	182,757.19	36.41	105.69	319,080.99	319,186.68
27 E --- 3-- 215200 ---	PURCHASED SERVICES	3,000.00	82.80	8,621.52	287.38	0.00	5,621.52-	5,621.52-
27 E --- 4-- 215200 ---	NON-CAPITAL OBJECTS	9,000.00	163.80	6,846.92	76.08	1,010.92	1,142.16	2,153.08
27 E --- --- 215200 ---	DIRECT PSYCHOLOGICAL SER	12,000.00	246.60	15,468.44	128.90	1,010.92	4,479.36-	3,468.44-
27 E --- 1-- 218100 ---	SALARIES	248,427.00	22,973.38	92,349.80	37.17	0.00	156,077.20	156,077.20
27 E --- 2-- 218100 ---	EMPLOYEE BENEFITS	115,345.53	9,473.16	39,023.60	33.83	0.00	76,321.93	76,321.93
27 E --- 3-- 218100 ---	PURCHASED SERVICES	35,600.00	5,326.38	9,457.16	26.57	0.00	26,142.84	26,142.84
27 E --- 4-- 218100 ---	NON-CAPITAL OBJECTS	4,300.00	1,585.88	2,134.88	49.65	515.71	1,649.41	2,165.12
27 E --- 9-- 218100 ---	OTHER EXPENDITURES	300.00	0.00	0.00	0.00	0.00	300.00	300.00
27 E --- --- 218100 ---	OCCUPATIONAL THERAPY	403,972.53	39,358.80	142,965.44	35.39	515.71	260,491.38	261,007.09
27 E --- 1-- 218200 ---	SALARIES	75,963.00	6,330.26	19,304.51	25.41	0.00	56,658.49	56,658.49
27 E --- 2-- 218200 ---	EMPLOYEE BENEFITS	43,348.07	3,355.09	10,386.31	23.96	0.00	32,961.76	32,961.76
27 E --- 3-- 218200 ---	PURCHASED SERVICES	12,600.00	697.50	1,110.00	8.81	0.00	11,490.00	11,490.00
27 E --- 4-- 218200 ---	NON-CAPITAL OBJECTS	3,000.00	0.00	0.00	0.00	323.48	2,676.52	3,000.00

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
27 E --- 5-- 218200 ---	CAPITAL OBJECTS	0.00	2,198.00	2,198.00	0.00	0.00	2,198.00-	2,198.00-
27 E --- --- 218200 ---	PHYSICAL THERAPY	134,911.07	12,580.85	32,998.82	24.46	323.48	101,588.77	101,912.25
27 E --- 1-- 219000 ---	SALARIES	4,400.00	0.00	0.00	0.00	0.00	4,400.00	4,400.00
27 E --- 2-- 219000 ---	EMPLOYEE BENEFITS	625.00	0.00	0.00	0.00	0.00	625.00	625.00
27 E --- 3-- 219000 ---	PURCHASED SERVICES	0.00	0.00	300.00	0.00	0.00	300.00-	300.00-
27 E --- 4-- 219000 ---	NON-CAPITAL OBJECTS	7,000.00	0.00	0.00	0.00	0.00	7,000.00	7,000.00
27 E --- --- 219000 ---	OTHER PUPIL SERVICES	12,025.00	0.00	300.00	2.49	0.00	11,725.00	11,725.00
27 E --- 1-- 221200 ---	SALARIES	5,000.00	0.00	2,467.50	49.35	0.00	2,532.50	2,532.50
27 E --- 2-- 221200 ---	EMPLOYEE BENEFITS	775.00	0.00	358.51	46.26	0.00	416.49	416.49
27 E --- --- 221200 ---	CURRICULUM DEVELOPMENT	5,775.00	0.00	2,826.01	48.94	0.00	2,948.99	2,948.99
27 E --- 1-- 221300 ---	SALARIES	55,000.00	4,091.93	21,478.94	39.05	0.00	33,521.06	33,521.06
27 E --- 2-- 221300 ---	EMPLOYEE BENEFITS	14,500.00	579.39	6,025.26	41.55	0.00	8,474.74	8,474.74
27 E --- 3-- 221300 ---	PURCHASED SERVICES	28,335.00	3,298.97	15,833.08	55.88	553.08	11,948.84	12,501.92
27 E --- 4-- 221300 ---	NON-CAPITAL OBJECTS	5,500.00	39.83	1,127.44	20.50	448.93	3,923.63	4,372.56
27 E --- --- 221300 ---	INSTRUCTIONAL STAFF TRAI	103,335.00	8,010.12	44,464.72	43.03	1,002.01	57,868.27	58,870.28
27 E --- 1-- 221900 ---	SALARIES	0.00	0.00	2,363.94	0.00	0.00	2,363.94-	2,363.94-
27 E --- 2-- 221900 ---	EMPLOYEE BENEFITS	0.00	0.00	335.11	0.00	0.00	335.11-	335.11-
27 E --- 3-- 221900 ---	PURCHASED SERVICES	0.00	0.00	300.00	0.00	0.00	300.00-	300.00-
27 E --- 4-- 221900 ---	NON-CAPITAL OBJECTS	0.00	741.50	741.50	0.00	0.00	741.50-	741.50-
27 E --- --- 221900 ---	OTHER IMPROVEMENT OF INS	0.00	741.50	3,740.55	0.00	0.00	3,740.55-	3,740.55-
27 E --- 1-- 223300 ---	SALARIES	126,895.00	10,574.60	52,873.00	41.67	0.00	74,022.00	74,022.00
27 E --- 2-- 223300 ---	EMPLOYEE BENEFITS	33,045.15	2,664.42	13,322.10	40.31	0.00	19,723.05	19,723.05
27 E --- 3-- 223300 ---	PURCHASED SERVICES	12,022.00	0.00	0.00	0.00	0.00	12,022.00	12,022.00
27 E --- --- 223300 ---	SUP/COOR EXCEPTIONAL EDU	171,962.15	13,239.02	66,195.10	38.49	0.00	105,767.05	105,767.05
27 E --- 1-- 223390 ---	SALARIES	92,351.78	8,153.19	36,599.72	39.63	0.00	55,752.06	55,752.06
27 E --- 2-- 223390 ---	EMPLOYEE BENEFITS	75,548.22	5,983.38	29,310.39	38.80	0.00	46,237.83	46,237.83
27 E --- 3-- 223390 ---	PURCHASED SERVICES	3,270.00	0.00	5,984.50	183.01	1,215.00	3,929.50-	2,714.50-
27 E --- --- 223390 ---	SPECIAL ED SUPERIVSION &	171,170.00	14,136.57	71,894.61	42.00	1,215.00	98,060.39	99,275.39
27 E --- 3-- 231500 ---	PURCHASED SERVICES	0.00	0.00	2,689.00	0.00	0.00	2,689.00-	2,689.00-
27 E --- --- 231500 ---	BOARD OF EDUCATION - LEG	0.00	0.00	2,689.00	0.00	0.00	2,689.00-	2,689.00-
27 E --- 3-- 252000 ---	PURCHASED SERVICES	15,000.00	0.00	13,380.00	89.20	0.00	1,620.00	1,620.00
27 E --- --- 252000 ---	FISCAL	15,000.00	0.00	13,380.00	89.20	0.00	1,620.00	1,620.00

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
27 E --- 3-- 255400 ---	PURCHASED SERVICES	19,500.00	18,568.74	18,568.74	95.22	0.00	931.26	931.26
27 E --- --- 255400 ---	RENTAL IN LIEU OF PURCHA	19,500.00	18,568.74	18,568.74	95.22	0.00	931.26	931.26
27 E --- 1-- 256250 ---	SALARIES	67,010.72	9,141.68	21,453.08	32.01	0.00	45,557.64	45,557.64
27 E --- 2-- 256250 ---	EMPLOYEE BENEFITS	54,672.88	6,122.32	15,117.70	27.65	0.00	39,555.18	39,555.18
27 E --- 3-- 256250 ---	PURCHASED SERVICES	15,000.00	1,820.84	3,678.69	24.52	0.00	11,321.31	11,321.31
27 E --- --- 256250 ---	SP ED TRANSPORTATION - D	136,683.60	17,084.84	40,249.47	29.45	0.00	96,434.13	96,434.13
27 E --- 5-- 256300 ---	CAPITAL OBJECTS	43,000.00	0.00	39,520.50	91.91	0.00	3,479.50	3,479.50
27 E --- --- 256300 ---	VEHICLE ACQUISITION	43,000.00	0.00	39,520.50	91.91	0.00	3,479.50	3,479.50
27 E --- 3-- 256600 ---	PURCHASED SERVICES	8,000.00	0.00	1,754.22	21.93	0.00	6,245.78	6,245.78
27 E --- 4-- 256600 ---	NON-CAPITAL OBJECTS	0.00	858.42	1,943.26	0.00	0.00	1,943.26-	1,943.26-
27 E --- --- 256600 ---	VEHICLE SERVICING	8,000.00	858.42	3,697.48	46.22	0.00	4,302.52	4,302.52
27 E --- 3-- 256770 ---	PURCHASED SERVICES	4,000.00	419.91	708.79	17.72	0.00	3,291.21	3,291.21
27 E --- --- 256770 ---	FIELD TRIPS	4,000.00	419.91	708.79	17.72	0.00	3,291.21	3,291.21
27 E --- 7-- 256800 ---	INSURANCE AND JUDGEMENTS	4,000.00	1,199.44	5,136.00	128.40	0.00	1,136.00-	1,136.00-
27 E --- --- 256800 ---	INSURANCE SERVICES	4,000.00	1,199.44	5,136.00	128.40	0.00	1,136.00-	1,136.00-
27 E --- 3-- 263300 ---	PURCHASED SERVICES	4,000.00	47.14	1,406.24	35.16	0.00	2,593.76	2,593.76
27 E --- --- 263300 ---	PUBLIC INFORMATION	4,000.00	47.14	1,406.24	35.16	0.00	2,593.76	2,593.76
27 E --- 3-- 264400 ---	PURCHASED SERVICES	2,500.00	345.53	1,826.92	73.08	0.00	673.08	673.08
27 E --- --- 264400 ---	NONINSTRUCTIONAL STAFF T	2,500.00	345.53	1,826.92	73.08	0.00	673.08	673.08
27 E --- --- 2----- ---	SUPPORT SERVICES	1,978,918.43	193,981.97	754,484.15	38.13	4,172.81	1,220,261.47	1,224,434.28
27 - --- --- ------ ---	SPECIAL EDUCATION FUND	9,289,688.00	851,926.64	3,009,925.37	32.40	31,172.58	6,248,590.05	6,279,762.63

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
38 E --- 6-- 281000 ---	DEBT REITREMENT	85,745.00	0.00	2,722.50	3.18	0.00	83,022.50	83,022.50
38 E --- --- 281000 ---	LONG-TERM CAPITAL DEBT	85,745.00	0.00	2,722.50	3.18	0.00	83,022.50	83,022.50
38 E --- --- 2----- ---	SUPPORT SERVICES	85,745.00	0.00	2,722.50	3.18	0.00	83,022.50	83,022.50
38 - --- --- ------ ---	Non-Referendum Debt Serv	85,745.00	0.00	2,722.50	3.18	0.00	83,022.50	83,022.50

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
39 E --- 6-- 281000 ---	DEBT REITREMENT	1,129,605.00	0.00	756,116.81	66.94	0.00	373,488.19	373,488.19
39 E --- --- 281000 ---	LONG-TERM CAPITAL DEBT	1,129,605.00	0.00	756,116.81	66.94	0.00	373,488.19	373,488.19
39 E --- --- 2----- ---	SUPPORT SERVICES	1,129,605.00	0.00	756,116.81	66.94	0.00	373,488.19	373,488.19
39 - --- --- ------ ---	REFERENDUM APPROVED DEBT	1,129,605.00	0.00	756,116.81	66.94	0.00	373,488.19	373,488.19

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
46 E --- 3-- 255100 ---	PURCHASED SERVICES	160,926.00	0.00	159,503.00	99.12	0.00	1,423.00	1,423.00
46 E --- --- 255100 ---	CONSTRUCTION	160,926.00	0.00	159,503.00	99.12	0.00	1,423.00	1,423.00
46 E --- --- 2----- ---	SUPPORT SERVICES	160,926.00	0.00	159,503.00	99.12	0.00	1,423.00	1,423.00
46 - --- --- ------ ---	LONG TERM CAP IMP TRUST	160,926.00	0.00	159,503.00	99.12	0.00	1,423.00	1,423.00

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
49	E	---	3--	255100	---	PURCHASED SERVICES	16,776,106.00	477,542.16	2,981,122.70	17.77	60,972.00	13,734,011.30	13,794,983.30
49	E	---	---	255100	---	CONSTRUCTION	16,776,106.00	477,542.16	2,981,122.70	17.77	60,972.00	13,734,011.30	13,794,983.30
49	E	---	3--	255300	---	PURCHASED SERVICES	0.00	0.00	79,445.00	0.00	6,000.80	85,445.80-	79,445.00-
49	E	---	---	255300	---	REMODELING	0.00	0.00	79,445.00	0.00	6,000.80	85,445.80-	79,445.00-
49	E	---	---	2-----	---	SUPPORT SERVICES	16,776,106.00	477,542.16	3,060,567.70	18.24	66,972.80	13,648,565.50	13,715,538.30
49	-	---	---	------	---	OTHER CAPITAL PROJECTS F	16,776,106.00	477,542.16	3,060,567.70	18.24	66,972.80	13,648,565.50	13,715,538.30

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
50 E --- 1-- 252000 ---	SALARIES	0.00	0.00	41.48	0.00	0.00	41.48-	41.48-
50 E --- 2-- 252000 ---	EMPLOYEE BENEFITS	0.00	0.00	5.94	0.00	0.00	5.94-	5.94-
50 E --- --- 252000 ---	FISCAL	0.00	0.00	47.42	0.00	0.00	47.42-	47.42-
50 E --- 3-- 254300 ---	PURCHASED SERVICES	0.00	18,715.00	18,715.00	0.00	0.00	18,715.00-	18,715.00-
50 E --- --- 254300 ---	BUILDING REPAIRS	0.00	18,715.00	18,715.00	0.00	0.00	18,715.00-	18,715.00-
50 E --- 1-- 257000 ---	SALARIES	73,825.43	9,061.87	19,355.96	26.22	0.00	54,469.47	54,469.47
50 E --- 2-- 257000 ---	EMPLOYEE BENEFITS	31,811.36	3,236.72	6,928.32	21.78	0.00	24,883.04	24,883.04
50 E --- 3-- 257000 ---	PURCHASED SERVICES	1,231,722.00	784.75	277,499.06	22.53	0.00	954,222.94	954,222.94
50 E --- 4-- 257000 ---	NON-CAPITAL OBJECTS	5,000.00	358.00	1,266.29	25.33	54.88	3,678.83	3,733.71
50 E --- 5-- 257000 ---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	7,218.00	7,218.00-	0.00
50 E --- 9-- 257000 ---	OTHER EXPENDITURES	3,500.00	0.00	585.86	16.74	0.00	2,914.14	2,914.14
50 E --- --- 257000 ---	FOOD SERVICES	1,345,858.79	13,441.34	305,635.49	22.71	7,272.88	1,032,950.42	1,040,223.30
50 E --- 3-- 295000 ---	PURCHASED SERVICES	8,667.00	0.00	8,254.50	95.24	0.00	412.50	412.50
50 E --- --- 295000 ---	ADMINISTRATIVE TECHNOLOG	8,667.00	0.00	8,254.50	95.24	0.00	412.50	412.50
50 E --- --- 2----- ---	SUPPORT SERVICES	1,354,525.79	32,156.34	332,652.41	24.56	7,272.88	1,014,600.50	1,021,873.38
50 - --- --- ------ ---	FOOD SERVICE FUND	1,354,525.79	32,156.34	332,652.41	24.56	7,272.88	1,014,600.50	1,021,873.38

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
73	E	---	9--	420000	---	OTHER EXPENDITURES	0.00	1,304.11	365,767.38	0.00	0.00	365,767.38-	365,767.38-
73	E	---	---	420000	---	TRUST FUND AWARD/SCHOLAR	0.00	1,304.11	365,767.38	0.00	0.00	365,767.38-	365,767.38-
73	E	---	---	4-----	---	NON-PROGRAM TRANSACTIONS	0.00	1,304.11	365,767.38	0.00	0.00	365,767.38-	365,767.38-
73	-	---	---	------	---	FIDUCIARY FUND	0.00	1,304.11	365,767.38	0.00	0.00	365,767.38-	365,767.38-

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
80 E --- 3-- 219000 ---	PURCHASED SERVICES	0.00	0.00	13.98	0.00	0.00	13.98-	13.98-
80 E --- --- 219000 ---	OTHER PUPIL SERVICES	0.00	0.00	13.98	0.00	0.00	13.98-	13.98-
80 E --- 3-- 230000 ---	PURCHASED SERVICES	425.00	0.00	122.44	28.81	0.00	302.56	302.56
80 E --- --- 230000 ---	GENERAL ADMINISTRATION	425.00	0.00	122.44	28.81	0.00	302.56	302.56
80 E --- 1-- 232200 ---	SALARIES	20,685.00	1,302.01	5,592.46	27.04	0.00	15,092.54	15,092.54
80 E --- 2-- 232200 ---	EMPLOYEE BENEFITS	2,600.00	99.61	427.87	16.46	0.00	2,172.13	2,172.13
80 E --- 3-- 232200 ---	PURCHASED SERVICES	59,000.00	0.00	0.00	0.00	0.00	59,000.00	59,000.00
80 E --- --- 232200 ---	COMMUNITY RELATIONS	82,285.00	1,401.62	6,020.33	7.32	0.00	76,264.67	76,264.67
80 E --- 3-- 240000 ---	PURCHASED SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
80 E --- 9-- 240000 ---	OTHER EXPENDITURES	750.00	440.00	520.00	69.33	0.00	230.00	230.00
80 E --- --- 240000 ---	BUILDING ADMINISTRATION	10,750.00	440.00	520.00	4.84	0.00	10,230.00	10,230.00
80 E --- 3-- 253000 ---	PURCHASED SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
80 E --- 5-- 253000 ---	CAPITAL OBJECTS	20,000.00	0.00	0.00	0.00	0.00	20,000.00	20,000.00
80 E --- --- 253000 ---	OPERATION	25,000.00	0.00	0.00	0.00	5,000.00	20,000.00	25,000.00
80 E --- 3-- 254490 ---	PURCHASED SERVICES	10,000.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
80 E --- --- 254490 ---	OTHER EQUIPMENT REPAIRS	10,000.00	0.00	0.00	0.00	0.00	10,000.00	10,000.00
80 E --- 1-- 256290 ---	SALARIES	0.00	120.05	217.94	0.00	0.00	217.94-	217.94-
80 E --- 2-- 256290 ---	EMPLOYEE BENEFITS	0.00	17.34	31.40	0.00	0.00	31.40-	31.40-
80 E --- --- 256290 ---	OTHER VEHICLE OPERATIONS	0.00	137.39	249.34	0.00	0.00	249.34-	249.34-
80 E --- 3-- 256790 ---	PURCHASED SERVICES	33,000.00	8,589.35	14,428.57	43.72	0.00	18,571.43	18,571.43
80 E --- --- 256790 ---	OTHER CONTRACTED TRANSP	33,000.00	8,589.35	14,428.57	43.72	0.00	18,571.43	18,571.43
80 E --- 3-- 264400 ---	PURCHASED SERVICES	0.00	241.04	241.04	0.00	0.00	241.04-	241.04-
80 E --- --- 264400 ---	NONINSTRUCTIONAL STAFF T	0.00	241.04	241.04	0.00	0.00	241.04-	241.04-
80 E --- --- 2----- ---	SUPPORT SERVICES	161,460.00	10,809.40	21,595.70	13.38	5,000.00	134,864.30	139,864.30
80 E --- 1-- 310000 ---	SALARIES	18,000.00	0.00	0.00	0.00	0.00	18,000.00	18,000.00
80 E --- 2-- 310000 ---	EMPLOYEE BENEFITS	2,800.00	0.00	0.00	0.00	0.00	2,800.00	2,800.00
80 E --- 3-- 310000 ---	PURCHASED SERVICES	2,000.00	99.00	198.00	9.90	0.00	1,802.00	1,802.00
80 E --- 4-- 310000 ---	NON-CAPITAL OBJECTS	700.00	0.00	0.00	0.00	100.00	600.00	700.00
80 E --- --- 310000 ---	COMMUNITY SRVCS - ADULT	23,500.00	99.00	198.00	0.84	100.00	23,202.00	23,302.00

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
80 E --- 1-- 390000 ---	SALARIES	299,807.10	36,306.43	94,922.03	31.66	0.00	204,885.07	204,885.07
80 E --- 2-- 390000 ---	EMPLOYEE BENEFITS	117,229.06	5,844.17	18,059.05	15.40	0.00	99,170.01	99,170.01
80 E --- 3-- 390000 ---	PURCHASED SERVICES	4,000.00	48.66	463.57	11.59	0.00	3,536.43	3,536.43
80 E --- 4-- 390000 ---	NON-CAPITAL OBJECTS	48,000.00	2,138.23	2,551.03	5.31	6,924.38	38,524.59	45,448.97
80 E --- 9-- 390000 ---	OTHER EXPENDITURES	0.00	0.00	1,505.00	0.00	0.00	1,505.00-	1,505.00-
80 E --- --- 390000 ---	COMMUNITY SERVICES - OTH	469,036.16	44,337.49	117,500.68	25.05	6,924.38	344,611.10	351,535.48
80 E --- 1-- 393000 ---	SALARIES	146,891.40	10,075.11	55,190.10	37.57	0.00	91,701.30	91,701.30
80 E --- 2-- 393000 ---	EMPLOYEE BENEFITS	48,764.01	3,209.10	16,703.19	34.25	0.00	32,060.82	32,060.82
80 E --- 3-- 393000 ---	PURCHASED SERVICES	13,700.00	725.00	3,395.00	24.78	0.00	10,305.00	10,305.00
80 E --- 4-- 393000 ---	NON-CAPITAL OBJECTS	86,948.00	263.87	80,519.10	92.61	200.00	6,228.90	6,428.90
80 E --- 9-- 393000 ---	OTHER EXPENDITURES	2,700.43	0.00	875.00	32.40	0.00	1,825.43	1,825.43
80 E --- --- 393000 ---	RECREATION ATHLETIC COMM	299,003.84	14,273.08	156,682.39	52.40	200.00	142,121.45	142,321.45
80 E --- --- 3----- ---	COMMUNITY SERVICES	791,540.00	58,709.57	274,381.07	34.66	7,224.38	509,934.55	517,158.93
80 - --- --- ------ ---	COMMUNITY SERVICE FUND	953,000.00	69,518.97	295,976.77	31.06	12,224.38	644,798.85	657,023.23

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
99 E --- 1-- 110000 ---	SALARIES	2,587,603.83	203,619.13	1,021,101.60	39.46	0.00	1,566,502.23	1,566,502.23
99 E --- 2-- 110000 ---	EMPLOYEE BENEFITS	1,326,483.06	105,132.84	526,182.64	39.67	0.00	800,300.42	800,300.42
99 E --- 3-- 110000 ---	PURCHASED SERVICES	422,000.00	1,770.44	58,266.42	13.81	11,497.03	352,236.55	363,733.58
99 E --- 4-- 110000 ---	NON-CAPITAL OBJECTS	737,500.00	30,877.16	560,629.46	76.02	392,945.67	216,075.13-	176,870.54
99 E --- 9-- 110000 ---	OTHER EXPENDITURES	0.00	0.00	53.00	0.00	0.00	53.00-	53.00-
99 E --- --- 110000 ---	UNDIFFERENTIATED CURRICU	5,073,586.89	341,399.57	2,166,233.12	42.70	404,442.70	2,502,911.07	2,907,353.77
99 E --- 3-- 120000 ---	PURCHASED SERVICES	0.00	1,197.07	9,129.48	0.00	0.00	9,129.48-	9,129.48-
99 E --- 4-- 120000 ---	NON-CAPITAL OBJECTS	0.00	321.51	5,758.94	0.00	0.00	5,758.94-	5,758.94-
99 E --- 9-- 120000 ---	OTHER EXPENDITURES	0.00	0.00	1,311.64	0.00	0.00	1,311.64-	1,311.64-
99 E --- --- 120000 ---	REGULAR CURRICULUM	0.00	1,518.58	16,200.06	0.00	0.00	16,200.06-	16,200.06-
99 E --- 1-- 121000 ---	SALARIES	199,045.00	16,587.12	82,935.60	41.67	0.00	116,109.40	116,109.40
99 E --- 2-- 121000 ---	EMPLOYEE BENEFITS	119,554.69	9,420.90	47,103.21	39.40	0.00	72,451.48	72,451.48
99 E --- --- 121000 ---	ART	318,599.69	26,008.02	130,038.81	40.82	0.00	188,560.88	188,560.88
99 E --- 1-- 122000 ---	SALARIES	342,818.00	30,332.02	147,162.44	42.93	0.00	195,655.56	195,655.56
99 E --- 2-- 122000 ---	EMPLOYEE BENEFITS	171,678.57	12,478.98	61,741.77	35.96	0.00	109,936.80	109,936.80
99 E --- --- 122000 ---	ENGLISH LANGUAGE	514,496.57	42,811.00	208,904.21	40.60	0.00	305,592.36	305,592.36
99 E --- 1-- 122115 ---	SALARIES	104,700.00	6,840.01	24,890.01	23.77	0.00	79,809.99	79,809.99
99 E --- 2-- 122115 ---	EMPLOYEE BENEFITS	46,981.64	1,898.40	4,606.24	9.80	0.00	42,375.40	42,375.40
99 E --- --- 122115 ---	INTERVENTION	151,681.64	8,738.41	29,496.25	19.45	0.00	122,185.39	122,185.39
99 E --- 1-- 123219 ---	SALARIES	232,600.00	19,938.96	98,583.60	42.38	0.00	134,016.40	134,016.40
99 E --- 2-- 123219 ---	EMPLOYEE BENEFITS	127,269.28	10,077.36	50,233.86	39.47	0.00	77,035.42	77,035.42
99 E --- --- 123219 ---	SPANISH	359,869.28	30,016.32	148,817.46	41.35	0.00	211,051.82	211,051.82
99 E --- 1-- 124000 ---	SALARIES	228,200.00	23,437.52	117,187.60	51.35	0.00	111,012.40	111,012.40
99 E --- 2-- 124000 ---	EMPLOYEE BENEFITS	82,210.24	9,614.98	48,074.90	58.48	0.00	34,135.34	34,135.34
99 E --- --- 124000 ---	MATHEMATICS	310,410.24	33,052.50	165,262.50	53.24	0.00	145,147.74	145,147.74
99 E --- 1-- 126000 ---	SALARIES	313,055.00	28,230.98	137,662.66	43.97	0.00	175,392.34	175,392.34
99 E --- 2-- 126000 ---	EMPLOYEE BENEFITS	187,334.61	14,896.56	73,975.40	39.49	0.00	113,359.21	113,359.21
99 E --- --- 126000 ---	SCIENCE	500,389.61	43,127.54	211,638.06	42.29	0.00	288,751.55	288,751.55
99 E --- 1-- 127000 ---	SALARIES	330,026.00	28,842.54	141,196.62	42.78	0.00	188,829.38	188,829.38
99 E --- 2-- 127000 ---	EMPLOYEE BENEFITS	172,979.61	11,054.38	54,831.49	31.70	0.00	118,148.12	118,148.12
99 E --- --- 127000 ---	SOCIAL SCIENCE	503,005.61	39,896.92	196,028.11	38.97	0.00	306,977.50	306,977.50

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
99 E --- 1-- 132000 ---	SALARIES	50,550.00	4,490.30	21,340.30	42.22	0.00	29,209.70	29,209.70
99 E --- 2-- 132000 ---	EMPLOYEE BENEFITS	38,858.26	3,045.98	15,081.47	38.81	0.00	23,776.79	23,776.79
99 E --- --- 132000 ---	BUSINESS OCCUPATIONS	89,408.26	7,536.28	36,421.77	40.74	0.00	52,986.49	52,986.49
99 E --- 1-- 135000 ---	SALARIES	55,250.00	5,688.92	26,539.72	48.04	0.00	28,710.28	28,710.28
99 E --- 2-- 135000 ---	EMPLOYEE BENEFITS	22,341.40	3,252.16	11,885.44	53.20	0.00	10,455.96	10,455.96
99 E --- --- 135000 ---	HOME ECONOMICS	77,591.40	8,941.08	38,425.16	49.52	0.00	39,166.24	39,166.24
99 E --- 1-- 143000 ---	SALARIES	289,465.00	24,677.74	122,277.50	42.24	0.00	167,187.50	167,187.50
99 E --- 2-- 143000 ---	EMPLOYEE BENEFITS	164,903.31	10,591.62	52,795.90	32.02	0.00	112,107.41	112,107.41
99 E --- 3-- 143000 ---	PURCHASED SERVICES	0.00	0.00	1,700.00	0.00	0.00	1,700.00-	1,700.00-
99 E --- --- 143000 ---	PHYSICAL EDUCATION	454,368.31	35,269.36	176,773.40	38.91	0.00	277,594.91	277,594.91
99 E --- 3-- 161000 ---	PURCHASED SERVICES	0.00	0.00	3,500.00	0.00	0.00	3,500.00-	3,500.00-
99 E --- 4-- 161000 ---	NON-CAPITAL OBJECTS	22,500.00	0.00	0.00	0.00	0.00	22,500.00	22,500.00
99 E --- --- 161000 ---	CO-CURRICULAR ACADEMIC	22,500.00	0.00	3,500.00	15.56	0.00	19,000.00	19,000.00
99 E --- 4-- 162000 ---	NON-CAPITAL OBJECTS	18,000.00	0.00	0.00	0.00	0.00	18,000.00	18,000.00
99 E --- --- 162000 ---	CO-CURRICULAR ATHLETICS	18,000.00	0.00	0.00	0.00	0.00	18,000.00	18,000.00
99 E --- 3-- 165000 ---	PURCHASED SERVICES	0.00	0.00	150.00	0.00	0.00	150.00-	150.00-
99 E --- 4-- 165000 ---	NON-CAPITAL OBJECTS	0.00	2,473.38	5,399.20	0.00	0.00	5,399.20-	5,399.20-
99 E --- 9-- 165000 ---	OTHER EXPENDITURES	0.00	15,119.09	33,725.90	0.00	0.00	33,725.90-	33,725.90-
99 E --- --- 165000 ---	SOCIAL	0.00	17,592.47	39,275.10	0.00	0.00	39,275.10-	39,275.10-
99 E --- 1-- 171000 ---	SALARIES	81,355.00	6,779.60	33,898.00	41.67	0.00	47,457.00	47,457.00
99 E --- 2-- 171000 ---	EMPLOYEE BENEFITS	12,187.80	1,015.66	5,078.30	41.67	0.00	7,109.50	7,109.50
99 E --- 3-- 171000 ---	PURCHASED SERVICES	0.00	0.00	115.57	0.00	0.00	115.57-	115.57-
99 E --- --- 171000 ---	CULTURALLY/SOCIALLY DISA	93,542.80	7,795.26	39,091.87	41.79	0.00	54,450.93	54,450.93
99 E --- --- 1----- ---	INSTRUCTION	8,487,450.30	643,703.31	3,606,105.88	42.49	404,442.70	4,476,901.72	4,881,344.42
99 E --- 1-- 213000 ---	SALARIES	63,550.00	5,295.84	26,479.20	41.67	0.00	37,070.80	37,070.80
99 E --- 2-- 213000 ---	EMPLOYEE BENEFITS	40,800.46	3,199.16	15,995.80	39.20	0.00	24,804.66	24,804.66
99 E --- --- 213000 ---	PUPIL SERVICES - GUIDANC	104,350.46	8,495.00	42,475.00	40.70	0.00	61,875.46	61,875.46
99 E --- 1-- 215000 ---	SALARIES	102,737.88	8,840.84	44,204.20	43.03	0.00	58,533.68	58,533.68
99 E --- 2-- 215000 ---	EMPLOYEE BENEFITS	56,673.09	4,114.80	20,574.00	36.30	0.00	36,099.09	36,099.09
99 E --- --- 215000 ---	PSYCHOLOGICAL SERVICES	159,410.97	12,955.64	64,778.20	40.64	0.00	94,632.77	94,632.77

Fd	T	Loc	Obj	Func	Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
99	E	---	1--	219000	---	SALARIES	55,431.12	3,356.16	11,535.70	20.81	0.00	43,895.42	43,895.42
99	E	---	2--	219000	---	EMPLOYEE BENEFITS	36,765.45	504.19	1,753.31	4.77	0.00	35,012.14	35,012.14
99	E	---	3--	219000	---	PURCHASED SERVICES	1,149,500.00	538,990.37	538,990.37	46.89	0.00	610,509.63	610,509.63
99	E	---	4--	219000	---	NON-CAPITAL OBJECTS	30,000.00	0.00	0.00	0.00	0.00	30,000.00	30,000.00
99	E	---	---	219000	---	OTHER PUPIL SERVICES	1,271,696.57	542,850.72	552,279.38	43.43	0.00	719,417.19	719,417.19
99	E	---	1--	221000	---	SALARIES	0.00	2,002.09	2,002.09	0.00	0.00	2,002.09-	2,002.09-
99	E	---	2--	221000	---	EMPLOYEE BENEFITS	0.00	841.10	841.10	0.00	0.00	841.10-	841.10-
99	E	---	---	221000	---	IMPROVEMENT OF INSTRUCTI	0.00	2,843.19	2,843.19	0.00	0.00	2,843.19-	2,843.19-
99	E	---	1--	221200	---	SALARIES	587,685.18	37,604.29	220,286.16	37.48	0.00	367,399.02	367,399.02
99	E	---	2--	221200	---	EMPLOYEE BENEFITS	684,542.69	16,186.14	87,831.70	12.83	0.00	596,710.99	596,710.99
99	E	---	3--	221200	---	PURCHASED SERVICES	891,500.00	0.00	0.00	0.00	0.00	891,500.00	891,500.00
99	E	---	4--	221200	---	NON-CAPITAL OBJECTS	166,500.00	0.00	0.00	0.00	0.00	166,500.00	166,500.00
99	E	---	9--	221200	---	OTHER EXPENDITURES	7,500.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
99	E	---	---	221200	---	CURRICULUM DEVELOPMENT	2,337,727.87	53,790.43	308,117.86	13.18	0.00	2,029,610.01	2,029,610.01
99	E	---	2--	221300	---	EMPLOYEE BENEFITS	0.00	0.00	2,700.00	0.00	0.00	2,700.00-	2,700.00-
99	E	---	3--	221300	---	PURCHASED SERVICES	135,000.00	13,710.85	67,792.04	50.22	0.00	67,207.96	67,207.96
99	E	---	---	221300	---	INSTRUCTIONAL STAFF TRAI	135,000.00	13,710.85	70,492.04	52.22	0.00	64,507.96	64,507.96
99	E	---	3--	221500	---	PURCHASED SERVICES	0.00	3,451.66	13,866.25	0.00	0.00	13,866.25-	13,866.25-
99	E	---	4--	221500	---	NON-CAPITAL OBJECTS	0.00	0.00	262,020.00	0.00	0.00	262,020.00-	262,020.00-
99	E	---	---	221500	---	INSTRUCTION RELATED TECH	0.00	3,451.66	275,886.25	0.00	0.00	275,886.25-	275,886.25-
99	E	---	1--	231000	---	SALARIES	0.00	250.00	500.00	0.00	0.00	500.00-	500.00-
99	E	---	2--	231000	---	EMPLOYEE BENEFITS	0.00	19.13	38.26	0.00	0.00	38.26-	38.26-
99	E	---	3--	231000	---	PURCHASED SERVICES	0.00	546.66	1,172.62	0.00	0.00	1,172.62-	1,172.62-
99	E	---	---	231000	---	BOARD OF EDUCATION	0.00	815.79	1,710.88	0.00	0.00	1,710.88-	1,710.88-
99	E	---	3--	231500	---	PURCHASED SERVICES	0.00	5,979.50	29,457.00	0.00	0.00	29,457.00-	29,457.00-
99	E	---	---	231500	---	BOARD OF EDUCATION - LEG	0.00	5,979.50	29,457.00	0.00	0.00	29,457.00-	29,457.00-
99	E	---	1--	235000	---	SALARIES	135,832.00	11,319.34	56,596.70	41.67	0.00	79,235.30	79,235.30
99	E	---	2--	235000	---	EMPLOYEE BENEFITS	51,599.37	4,088.36	20,441.80	39.62	0.00	31,157.57	31,157.57
99	E	---	3--	235000	---	PURCHASED SERVICES	0.00	390.67	5,636.00	0.00	0.00	5,636.00-	5,636.00-
99	E	---	4--	235000	---	NON-CAPITAL OBJECTS	120,000.00	29,007.25	56,062.14	46.72	19,743.73	44,194.13	63,937.86
99	E	---	---	235000	---	CHARTER AUTHORIZER OP. C	307,431.37	44,805.62	138,736.64	45.13	19,743.73	148,951.00	168,694.73
99	E	---	1--	239000	---	SALARIES	78,446.00	6,537.18	32,685.90	41.67	0.00	45,760.10	45,760.10

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99	E	---	2--	239000	---	EMPLOYEE BENEFITS	41,593.12	3,303.54	16,517.70	39.71	0.00	25,075.42	25,075.42
99	E	---	---	239000	---	OTHER GENERAL ADMINISTRA	120,039.12	9,840.72	49,203.60	40.99	0.00	70,835.52	70,835.52
99	E	---	1--	240000	---	SALARIES	775,769.43	66,492.16	321,909.14	41.50	0.00	453,860.29	453,860.29
99	E	---	2--	240000	---	EMPLOYEE BENEFITS	439,889.63	35,505.86	176,033.61	40.02	0.00	263,856.02	263,856.02
99	E	---	3--	240000	---	PURCHASED SERVICES	0.00	4,874.36	10,824.80	0.00	0.00	10,824.80-	10,824.80-
99	E	---	9--	240000	---	OTHER EXPENDITURES	0.00	0.00	129.00	0.00	0.00	129.00-	129.00-
99	E	---	---	240000	---	BUILDING ADMINISTRATION	1,215,659.06	106,872.38	508,896.55	41.86	0.00	706,762.51	706,762.51
99	E	---	1--	252000	---	SALARIES	25,661.76	2,216.42	10,373.17	40.42	0.00	15,288.59	15,288.59
99	E	---	2--	252000	---	EMPLOYEE BENEFITS	10,199.82	814.49	3,967.18	38.89	0.00	6,232.64	6,232.64
99	E	---	3--	252000	---	PURCHASED SERVICES	0.00	97.88	391.52	0.00	0.00	391.52-	391.52-
99	E	---	---	252000	---	FISCAL	35,861.58	3,128.79	14,731.87	41.08	0.00	21,129.71	21,129.71
99	E	---	1--	253000	---	SALARIES	8,656.00	721.34	3,606.70	41.67	0.00	5,049.30	5,049.30
99	E	---	2--	253000	---	EMPLOYEE BENEFITS	694.95	107.88	539.40	77.62	0.00	155.55	155.55
99	E	---	3--	253000	---	PURCHASED SERVICES	15,000.00	1,344.44	4,287.02	28.58	0.00	10,712.98	10,712.98
99	E	---	4--	253000	---	NON-CAPITAL OBJECTS	0.00	0.00	2,973.28	0.00	0.00	2,973.28-	2,973.28-
99	E	---	5--	253000	---	CAPITAL OBJECTS	0.00	0.00	0.00	0.00	14,465.00-	14,465.00	0.00
99	E	---	---	253000	---	OPERATION	24,350.95	2,173.66	11,406.40	46.84	14,465.00-	27,409.55	12,944.55
99	E	---	3--	254500	---	PURCHASED SERVICES	12,000.00	0.00	271.00	2.26	0.00	11,729.00	11,729.00
99	E	---	---	254500	---	VEHICLE MAINTENANCE	12,000.00	0.00	271.00	2.26	0.00	11,729.00	11,729.00
99	E	---	3--	255000	---	PURCHASED SERVICES	215,000.00	0.00	0.00	0.00	0.00	215,000.00	215,000.00
99	E	---	---	255000	---	FACILITY ACQUISITION/REM	215,000.00	0.00	0.00	0.00	0.00	215,000.00	215,000.00
99	E	---	3--	255400	---	PURCHASED SERVICES	0.00	188,131.73	188,131.73	0.00	0.00	188,131.73-	188,131.73-
99	E	---	---	255400	---	RENTAL IN LIEU OF PURCHA	0.00	188,131.73	188,131.73	0.00	0.00	188,131.73-	188,131.73-
99	E	---	3--	260000	---	PURCHASED SERVICES	105,000.00	0.00	0.00	0.00	0.00	105,000.00	105,000.00
99	E	---	---	260000	---	CENTRAL SERVICES	105,000.00	0.00	0.00	0.00	0.00	105,000.00	105,000.00
99	E	---	3--	263300	---	PURCHASED SERVICES	235,000.00	5,239.20	117,782.91	50.12	0.00	117,217.09	117,217.09
99	E	---	---	263300	---	PUBLIC INFORMATION	235,000.00	5,239.20	117,782.91	50.12	0.00	117,217.09	117,217.09
99	E	---	7--	270000	---	INSURANCE AND JUDGEMENTS	75,000.00	10,461.00	57,724.01	76.97	0.00	17,275.99	17,275.99
99	E	---	---	270000	---	INSURANCE AND JUDGMENTS	75,000.00	10,461.00	57,724.01	76.97	0.00	17,275.99	17,275.99
99	E	---	6--	281000	---	DEBT REITREMENT	70,000.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Activity	2025-26 FYTD Activity	2025-26 FYTD %	Encumbered Amount	Unencumbered Balance	Unexpended Balance
99 E --- --- 281000 ---	LONG-TERM CAPITAL DEBT	70,000.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00
99 E --- 1-- 295000 ---	SALARIES	315,163.86	18,997.13	113,538.74	36.03	0.00	201,625.12	201,625.12
99 E --- 2-- 295000 ---	EMPLOYEE BENEFITS	137,168.89	6,248.19	38,331.57	27.94	0.00	98,837.32	98,837.32
99 E --- 3-- 295000 ---	PURCHASED SERVICES	16,000.00	11,261.92	61,225.92	382.66	0.00	45,225.92-	45,225.92-
99 E --- 4-- 295000 ---	NON-CAPITAL OBJECTS	350,000.00	0.00	13,042.70	3.73	1,980.00	334,977.30	336,957.30
99 E --- --- 295000 ---	ADMINISTRATIVE TECHNOLOG	818,332.75	36,507.24	226,138.93	27.63	1,980.00	590,213.82	592,193.82
99 E --- --- 2----- ---	SUPPORT SERVICES	7,241,860.70	1,052,053.12	2,661,063.44	36.75	7,258.73	4,573,538.53	4,580,797.26
99 E --- 3-- 431000 ---	PURCHASED SERVICES	0.00	2,622.04	2,154.24	0.00	0.00	2,154.24-	2,154.24-
99 E --- --- 431000 ---	GENERAL TUITION PAYMENTS	0.00	2,622.04	2,154.24	0.00	0.00	2,154.24-	2,154.24-
99 E --- --- 4----- ---	NON-PROGRAM TRANSACTIONS	0.00	2,622.04	2,154.24	0.00	0.00	2,154.24-	2,154.24-
99 - --- --- ------ ---	OTHER PKG/COOP PROGRAM F	15,729,311.00	1,698,378.47	6,269,323.56	39.86	411,701.43	9,048,286.01	9,459,987.44

Number of Accounts: 2414

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

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Revenue	2025-26 FYTD Revenue	2025-26 FYTD %	Encumbered Balance	Unreceived Balance
10 R 800 211 500000 000	PROPERTY TAX	8,140,024.00	0.00	0.00	0.00	0.00	8,140,024.00
10 R 800 213 500000 000	MOBILE HOME TAX	22,000.00	1,499.92	5,999.68	27.27	0.00	16,000.32
10 R 800 262 500000 000	NON-CAP FOR RESALE	0.00	0.00	342.00	0.00	0.00	342.00-
10 R 800 264 500000 000	NON CAPITAL SURPLUS PROP.	12,000.00	0.00	30.00	0.25	0.00	11,970.00
10 R 800 271 500000 000	ADMISSIONS	40,000.00	2,682.00	9,646.00	24.12	0.00	30,354.00
10 R 800 279 500000 000	OTHER SCHOOL ACTIVITY INC	10,000.00	225.00	5,926.00	59.26	0.00	4,074.00
10 R 800 280 500000 000	INTEREST ON INVESTMENTS	102,608.00	7,343.91	112,716.91	109.85	0.00	10,108.91-
10 R 800 291 500000 000	GIFTS	3,000.00	0.00	6,350.00	211.67	0.00	3,350.00-
10 R 400 292 500000 000	STUDENT FEES	0.00	412.00	7,198.00	0.00	0.00	7,198.00-
10 R 800 292 500000 000	STUDENT FEES	20,000.00	1,670.00-	10,864.22	54.32	0.00	9,135.78
10 R 800 293 500000 000	RENTALS	4,000.00	1,775.00	1,925.00	48.13	0.00	2,075.00
10 R 800 297 500000 000	STUDENT FINES	500.00	70.00	996.24	199.25	0.00	496.24-
10 R --- 2-- ------ ---	*REVENUE FROM LOCAL SOURC	8,354,132.00	12,337.83	161,994.05	1.94	0.00	8,192,137.95
10 R 800 343 500000 000	CHGS FOR CO-CURR ACT. TO	5,000.00	0.00	0.00	0.00	0.00	5,000.00
10 R 800 345 500000 000	GENERAL TUITION-OPEN ENRO	13,528,810.00	0.00	0.00	0.00	0.00	13,528,810.00
10 R --- 3-- ------ ---	*INTERDIST PYMNTS WITHIN	13,533,810.00	0.00	0.00	0.00	0.00	13,533,810.00
10 R 800 612 500000 000	TRANSPORTATION AID	110,000.00	0.00	0.00	0.00	0.00	110,000.00
10 R 800 613 500000 000	LIBRARY AID	145,000.00	0.00	0.00	0.00	0.00	145,000.00
10 R 800 619 500000 000	OTHER CATEGORICAL AID	30,000.00	0.00	0.00	0.00	0.00	30,000.00
10 R 800 621 500000 000	EQUALIZATION AID	16,001,375.00	0.00	2,405,750.00	15.03	0.00	13,595,625.00
10 R 800 630 500000 221	SPECIAL PROJECT GRANTS	0.00	83,513.58	83,513.58	0.00	0.00	83,513.58-
10 R 800 630 500000 222	SPECIAL PROJECT GRANTS	0.00	1,356.54	1,356.54	0.00	0.00	1,356.54-
10 R 800 630 500000 297	SPECIAL PROJECT GRANTS	30,000.00	0.00	0.00	0.00	0.00	30,000.00
10 R 800 630 500000 522	SPECIAL PROJECT GRANTS	10,000.00	0.00	0.00	0.00	0.00	10,000.00
10 R 800 630 500000 577	SPECIAL PROJECT GRANTS	15,000.00	0.00	0.00	0.00	0.00	15,000.00
10 R 800 691 500000 000	COMPUTER AID	296,850.00	0.00	0.00	0.00	0.00	296,850.00
10 R 800 695 500000 000	STATE CATEGORICAL AID	1,497,356.00	0.00	0.00	0.00	0.00	1,497,356.00
10 R 800 699 500000 000	OTHER REVENUE FROM STATE	0.00	0.00	78.00	0.00	0.00	78.00-
10 R --- 6-- ------ ---	*REVENUE FROM STATE SOURC	18,135,581.00	84,870.12	2,490,698.12	13.73	0.00	15,644,882.88
10 R 800 713 500000 400	VOCATIONAL EDUCATION AID	23,799.00	0.00	0.00	0.00	0.00	23,799.00
10 R 800 730 500000 341	SPECIAL PROJECT GRANT	102,515.00	8,499.46	8,499.46	8.29	0.00	94,015.54
10 R 800 730 500000 365	SPECIAL PROJECT GRANT	60,000.00	19,054.81	19,054.81	31.76	0.00	40,945.19
10 R 800 730 500000 381	SPECIAL PROJECT GRANT	19,561.00	0.00	0.00	0.00	0.00	19,561.00
10 R 510 751 500000 141	ECIA - CHAPTER 1	14,636.00	3,259.11	3,259.11	22.27	0.00	11,376.89
10 R 800 751 500000 141	ECIA - CHAPTER 1	345,000.00	34,861.83	34,861.83	10.10	0.00	310,138.17
10 R 800 780 500000 000	FED-DHS	93,000.00	0.00	0.00	0.00	0.00	93,000.00
10 R --- 7-- ------ ---	*REVENUE FROM FEDERAL SOU	658,511.00	65,675.21	65,675.21	9.97	0.00	592,835.79

Fd T Loc Obj Func Prj	Obj	2025-26 Revised Budget	November 2025-26 Monthly Revenue	2025-26 FYTD Revenue	2025-26 FYTD %	Encumbered Balance	Unreceived Balance
10 R 800 861 500000 000	EQUIPMENT SALES	4,000.00	250.00	250.00	6.25	0.00	3,750.00
10 R --- 8-- ------ ---	*OTHER FINANCING SOURCES	4,000.00	250.00	250.00	6.25	0.00	3,750.00
10 R 800 969 500000 000	OTHER ADJUSTMENTS	0.00	0.00	9,570.33	0.00	0.00	9,570.33-
10 R 800 971 500000 000	REFUND OF DISB - AIDABLE	58,000.00	0.00	36,343.17	62.66	0.00	21,656.83
10 R 800 990 500000 000	MISCELLANEOUS OTHER REVEN	2,000.00	0.00	15.00	0.75	0.00	1,985.00
10 R --- 9-- ------ ---	*OTHER REVENUES	60,000.00	0.00	45,928.50	76.55	0.00	14,071.50
10 - --- --- ------ ---	*GENERAL FUND	40,746,034.00	163,133.16	2,764,545.88	6.78	0.00	37,981,488.12
Grand Revenue Totals		40,746,034.00	163,133.16	2,764,545.88	6.78	0.00	37,981,488.12

Number of Accounts: 37

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

JBC JOHNSON BLOCK CPAs

MEDFORD AREA PUBLIC SCHOOL DISTRICT
MEDFORD, WISCONSIN

FINANCIAL STATEMENTS WITH INDEPENDENT AUDITOR'S REPORT

Year Ended June 30, 2025

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JOHNSON BLOCK
CPAs

INDEPENDENT AUDITOR'S REPORT

To the Board of Education
Medford Area Public School District
Medford, Wisconsin

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, each major fund and the aggregate remaining fund information of the Medford Area Public School District as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the Medford Area Public School District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements referred to previously present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of the Medford Area Public School District as of June 30, 2025, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Medford Area Public School District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Emphasis of Matter

As discussed in Note 1 to the financial statements, effective July 1, 2024, the District adopted the provisions of GASB Statement No. 101, Compensated Absences. Our opinions are not modified with respect to this matter.

As discussed in Note 2 to the financial statements, the District changed the classification of the Food Service Fund from a proprietary fund to a governmental fund. Our opinion is not modified with respect to this matter.

As discussed in Note 2 to the financial statements, the District changed the presentation of its Capital Projects Fund, separating Fund 49 and Fund 46 from the previously combined Capital Projects Fund. Our opinion is not modified with respect to this matter.

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Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Medford Area Public School District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Medford Area Public School District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Medford Area Public School District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information
Accounting principles generally accepted in the United States of America require that the budgetary comparison schedules, net OPEB liability schedules, and Wisconsin Retirement System schedules on pages 46 through 56 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted a management's discussion and analysis that accounting principles generally accepted in the United State of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who consider it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.

Supplementary Information
Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Medford Area Public School District's basic financial statements. The combining fund financial statements are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining fund financial statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining fund financial statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*
In accordance with *Government Auditing Standards*, we will issue our report on our consideration of the Medford Area Public School District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of the Medford Area Public School District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Medford Area Public School District's internal control over financial reporting and compliance.

Johnson Block & Company, Inc.

Johnson Block & Company, Inc.
November 24, 2025

BASIC FINANCIAL STATEMENTS

MEDFORD AREA PUBLIC SCHOOL DISTRICT
DISTRICT-WIDE STATEMENT OF NET POSITION
As of June 30, 2025

	Governmental Activities
Assets	
Current assets:	
Cash and investments	$ 28,985,442
Receivables:	
Taxes	2,474,919
Accounts	29,628
Due from other governments	527,363
Total current assets	32,017,352
Noncurrent assets:	
Land	716,390
Construction in progress	721,214
Site improvements	2,503,259
Buildings and improvements	46,306,740
Furniture and equipment	3,449,499
Food service furniture and equipment	765,921
Less: Accumulated depreciation	(30,783,532)
Right to use leased assets, net of accumulated amortization	175,624
Total noncurrent assets	23,855,115
Total assets	55,872,467
Deferred Outflows of Resources	11,366,813
Total assets and deferred outflows of resources	$ 67,239,280
Liabilities	
Current liabilities:	
Accounts payable	$ 2,466,441
Accrued liabilities:	
Interest	154,346
Deposits payable	37,248
Due to fiduciary fund	203,194
Current portion of long-term obligations	595,300
Current portion of lease liability	29,027
Total current liabilities	3,485,556
Noncurrent liabilities:	
Long-term obligations, net of current portion	13,756,160
Lease liability, net of current portion	151,800
Compensated absences	1,912,737
Net pension liability	1,795,946
Net OPEB liability - District health insurance plan	274,980
Total noncurrent liabilities	17,891,623
Total liabilities	21,377,179
Deferred Inflows of Resources	6,457,147
Net Position	
Net investment in capital assets	13,040,332
Restricted:	
Debt service	609,606
Special revenue trust	763,454
Capital projects	17,992,390
Community service	238,089
Food service	1,032,343
Unrestricted	5,728,740
Total net position	39,404,954
Total liabilities, deferred inflows of resources, and net position	$ 67,239,280

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
DISTRICT-WIDE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2025

Functions/Programs	Expenses	Program Revenue: Charges for Services	Program Revenue: Operating Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Government Activities	Net (Expense) Revenue and Changes in Net Position: Business-Type Activities	Net (Expense) Revenue and Changes in Net Position: Total
Governmental activities:						
Instruction:						
Regular instruction	$ 18,628,871	$ 153,262	$ 545,166	$ (17,930,443)	$ -	$ (17,930,443)
Vocational instruction	1,420,929	-	22,245	(1,398,684)	-	(1,398,684)
Physical instruction	1,072,924	-	42,237	(1,030,687)	-	(1,030,687)
Special education instruction	6,728,529	-	2,594,818	(4,133,711)	-	(4,133,711)
Other instruction	1,115,728	-	-	(1,115,728)	-	(1,115,728)
Total instruction	28,966,981	153,262	3,204,466	(25,609,253)	-	(25,609,253)
Support services:						
Pupil services	3,027,254	-	18,865	(3,008,389)	-	(3,008,389)
Instructional staff services	3,376,812	-	399,602	(2,977,210)	-	(2,977,210)
General administration services	1,547,215	-	-	(1,547,215)	-	(1,547,215)
Building administration services	3,061,577	-	-	(3,061,577)	-	(3,061,577)
Business services	386,489	-	-	(386,489)	-	(386,489)
Operation and maintenance	3,544,260	-	26,460	(3,517,800)	-	(3,517,800)
Pupil transportation	1,382,879	-	298,994	(1,083,885)	-	(1,083,885)
Central services	445,466	-	9,159	(436,307)	-	(436,307)
Insurance	280,283	-	-	(280,283)	-	(280,283)
Community service	1,099,691	-	681,238	(418,453)	-	(418,453)
Other support services	1,387,150	-	643	(1,386,507)	-	(1,386,507)
Food service	1,372,123	463,523	820,493	(88,107)	-	(88,107)
Interest on debt	285,491	-	-	(285,491)	-	(285,491)
Depreciation - unallocated*	563,358	-	-	(563,358)	-	(563,358)
Total support services	21,760,048	463,523	2,255,454	(19,041,071)	-	(19,041,071)
Nonprogram:						
Purchased instructional services	1,061,776	-	-	(1,061,776)	-	(1,061,776)
Other nonprogram	31,388	-	23,648	(7,740)	-	(7,740)
Post-Secondary scholarships	57,591	-	-	(57,591)	-	(57,591)
Total nonprogram	1,150,755	-	23,648	(1,127,107)	-	(1,127,107)
Total school district	$ 51,877,784	$ 616,785	$ 5,483,568	$ (45,777,431)	$ -	$ (45,777,431)
General revenues:						
Property taxes:						
General purpose				7,495,699	-	7,495,699
Debt service				736,907	-	736,907
Community services				380,000	-	380,000
State and federal aids not restricted to specific functions:						
General				37,609,376	-	37,609,376
Interest and investment earnings				370,013	-	370,013
Miscellaneous				1,396,717	-	1,396,717
Total general revenues				47,988,712	-	47,988,712
Change in net position				2,211,281	-	2,211,281
Net position - beginning of year, as previously stated				36,615,207	1,602,320	38,217,527
Change within financial reporting entity (business-type activity to governmental activity)				1,602,320	(1,602,320)	-
Change in accounting principle (GASB 101)				(1,023,854)	-	(1,023,854)
Net position - beginning, as restated				37,193,673	-	37,193,673
Net position - end of year				$ 39,404,954	$ -	$ 39,404,954

* This amount excludes the depreciation that is included in the direct expenses of the various functions. See Note 2.B.

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
June 30, 2025

	Major Funds					
	General Fund	Capital Projects Fund	Capital Improvement Trust Fund	Package/ Cooperative Fund	Nonmajor Gov't. Funds	Total Gov't. Funds
Assets						
Cash and investments	$ 9,485,401	$ 12,917,983	$ 3,717,504	$ 145,902	$ 2,718,652	$ 28,985,442
Receivables:						
Taxes	2,474,919	-	-	-	-	2,474,919
Accounts	2,296	-	-	27,181	151	29,628
Due from other funds	-	-	1,700,000	-	-	1,700,000
Due from other governments	355,142	-	-	-	172,221	527,363
Total assets	$ 12,317,758	$ 12,917,983	$ 5,417,504	$ 173,083	$ 2,891,024	$ 33,717,352
Liabilities						
Accounts payable and accrued liabilities	$ 1,950,183	$ 343,097	$ -	117,223	$ 55,938	$ 2,466,441
Deposits payable	-	-	-	-	37,248	37,248
Due to other funds	1,847,334	-	-	55,860	-	1,903,194
Total liabilities	3,797,517	343,097	-	173,083	93,186	4,406,883
Fund balances						
Restricted for:						
Capital projects	-	12,574,886	5,417,504	-	-	17,992,390
District operations per donor specifications	-	-	-	-	763,454	763,454
Future community service expenditures	-	-	-	-	238,089	238,089
Debt service	-	-	-	-	763,952	763,952
Food service	-	-	-	-	1,032,343	1,032,343
Unassigned	8,520,241	-	-	-	-	8,520,241
Total fund balances	8,520,241	12,574,886	5,417,504	-	2,797,838	29,310,469
Total liabilities and fund balances	$ 12,317,758	$ 12,917,983	$ 5,417,504	$ 173,083	$ 2,891,024	$ 33,717,352

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION
June 30, 2025

Total fund balances from previous page	$ 29,310,469
Total net position reported for governmental activities in the Statement of Net Position are different from the amount reported as total governmental funds' fund balance because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the fund statements. Amounts reported for governmental activities in the Statement of Net Position are:	
Governmental capital assets	54,463,023
Governmental accumulated depreciation	(30,783,532)
Right to use leased assets used in governmental activities are not financial resources and, therefore, are not reported as assets in the governmental funds:	
Governmental right to use leased assets	472,988
Governmental accumulated amortization	(297,364)
Pension and OPEB deferred outflows of resources and deferred inflows of resources are actuarially determined by the defined pension and OPEB plans. These items are reflected in the Statement of Net Position and are being amortized with pension expense and OPEB expense in the Statement of Activities. The deferred outflows of resources and deferred inflows of resources are not financial resources or uses and therefore are not reported in the fund statements.	
Deferred outflows of resources	11,366,813
Deferred inflows of resources	(6,457,147)
Long-term liabilities, including bonds and notes payable, are not due in the current period and therefore are not reported in the fund statements. Long-term liabilities reported in the Statement of Net Position that are not reported in the Governmental Funds Balance Sheet are:	
General obligation debt	(14,160,000)
Lease liability	(180,827)
Unamortized bond premium	(191,460)
Accrued interest on general obligation debt	(154,346)
Net pension liability	(1,795,946)
Compensated absences	(1,912,737)
Post employment benefits - district health insurance plan	(274,980)
Total net position - governmental activities	$ 39,404,954

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES - GOVERNMENTAL FUNDS
For the Year Ended June 30, 2025

	Major Funds					
	General Fund	Capital Projects Fund	Capital Improvement Trust Fund	Package/ Cooperative Fund	Nonmajor Gov't. Funds	Total Gov't. Funds
Revenues:						
Property taxes	$ 7,795,563	$ -	$ -	$ -	$2,240,878	$ 10,036,441
Other local sources	-	66,815	127,940	12,753	463,523	671,031
Interdistrict sources	11,978,598	-	-	6,653,807	-	18,632,405
Intermediate sources	8,750	-	-	-	-	8,750
State sources	20,982,932	-	-	-	24,149	21,007,081
Federal sources	1,804,529	-	-	-	1,640,179	3,444,708
Other sources	278,458	-	-	-	183	278,641
Total revenues	42,848,830	66,815	127,940	6,666,560	4,368,912	54,079,057
Expenditures:						
Current:						
Instruction:						
Regular instruction	11,104,906	-	-	6,934,698	219,684	18,259,288
Vocational instruction	1,193,245	-	-	157,907	2,685	1,353,837
Physical instruction	744,068	-	-	678,064	-	1,422,132
Special education instruction	6,579,070	-	-	-	-	6,579,070
Other instruction	727,059	-	-	-	-	727,059
Total instruction	20,348,348	-	-	7,770,669	222,369	28,341,386
Support services:						
Pupil services	1,968,447	-	-	1,007,039	-	2,975,486
Instructional staff services	1,997,628	-	-	1,314,405	-	3,312,033
General administration services	523,207	-	-	933,648	74,994	1,531,849
Building administration services	1,530,251	-	-	1,093,897	384,792	3,008,940
Business services	300,240	-	-	38,116	898	339,254
Operation and maintenance	3,058,144	1,156,929	10,616	210,359	396,490	4,832,538
Pupil transportation	1,304,063	-	-	110	53,279	1,357,452
Central services	145,903	-	-	298,936	627	445,466
Insurance	223,576	-	-	56,707	-	280,283
Community service	-	-	-	-	1,079,780	1,079,780
Food service	-	-	-	-	1,263,144	1,263,144
Other support services	711,765	-	-	626,299	76,194	1,414,258
Total support services	11,763,224	1,156,929	10,616	5,579,516	3,330,198	21,840,483
Nonprogram:						
Purchased instructional services	46,898	-	-	15,908	-	62,806
Other nonprogram	1,016,365	-	-	-	-	1,016,365
Total nonprogram	1,063,263	-	-	15,908	-	1,079,171
Debt service:						
Principal	-	-	-	47,997	79,400	127,397
Interest and other fiscal charges	41,081	-	-	1,122	100,571	142,774
Total debt service	41,081	-	-	49,119	179,971	270,171
Capital outlay	279,427	-	-	280,604	20,582	580,613
Total expenditures	33,495,343	1,156,929	10,616	13,695,816	3,753,120	52,111,824
Excess (deficiency) of revenues over expenditures	9,353,487	(1,090,114)	117,324	(7,029,256)	615,792	1,967,233
Other financing sources (uses):						
Sale of fixed assets	10,006	-	-	-	-	10,006
Proceeds of long-term debt	-	13,665,000	-	-	-	13,665,000
Premium on long-term debt	-	-	-	-	201,537	201,537
Transfer from other funds	-	-	1,715,000	7,029,256	-	8,744,256
Transfer to other funds	(8,744,256)	-	-	-	-	(8,744,256)
Total other financing sources (uses)	(8,734,250)	13,665,000	1,715,000	7,029,256	201,537	13,876,543
Net change in fund balances	619,237	12,574,886	1,832,324	-	817,329	15,843,776
Fund balances - beginning of year	7,901,004	-	3,585,180	-	853,582	12,339,766
Change within financial reporting entity (proprietary fund to governmental fund)	-	-	-	-	1,126,927	1,126,927
Fund balances - beginning of year, restated	7,901,004	-	3,585,180	-	1,980,509	13,466,693
Fund balances - end of year	$ 8,520,241	$ 12,574,886	$ 5,417,504	$ -	$2,797,838	$ 29,310,469

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2025

Net change in fund balances - total governmental funds		$ 15,843,776
Amounts reported for governmental activities in the Statement of Activities are different because:		
The acquisition of capital assets are reported in the governmental funds as expenditures. However, for governmental activities those costs are shown in the Statement of Net Position and allocated over their estimated useful lives as annual depreciation expenses in the Statement of Activities.		
Capital outlay reported in governmental fund statements	$ 580,613	
Asset additions not included in capital outlay	1,931,163	
Depreciation expense reported in the Statement of Activities	(1,104,848)	
Amount by which capital outlays are greater (less) than depreciation in the current period:		1,406,928
The District disposed of assets resulting in a reduction of capital assets and recapture of prior year depreciation and amortization expense reported on the Statement of Net Position as a net loss and having no affect on the Governmental Funds Balance Sheet.		
The value of capital assets disposed of during the year was:	(621,136)	
The value of leased assets disposed of during the year was:	(66,025)	
The amount of depreciation recapture for the year was:	324,688	
The amount of amortization recaptured for the year was:	66,025	
The difference in the value of assets net of recaptured depreciation creates a gain (loss) of:		(296,448)
Right to use leased assets are reported in the governmental funds as expenditures. However, for governmental activities those costs are shown in the Statement of Net Position and allocated over the applicable lease term as annual amortization expenses in the Statement of Activities.		
Amortization expenses reported in the Statement of Activities	(47,300)	
Amount by which lease outlays are more (less) than amortization in the current period:		(47,300)
Long-term proceeds provide current financial resources to governmental funds, but issuing long-term debt increases long-term liabilities in the Statement of Net Position. Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the Statement of Net Position and does not affect the Statement of Activities.		
Principal payments on lease liabilities		47,997
Employee benefits and OPEB are reported in the governmental funds when amounts are paid. The Statement of Activities reports the value of benefits earned during the year.		
Change in other postemployment benefits, with some adjustments	9,963	
Change in compensated absences	(82,045)	
Amounts paid are greater (less) than amounts earned by:		(72,082)
Debt incurred in governmental funds is reported as an other financing source, but is reported as an increase in outstanding long-term debt in the Statement of Net Position, and does not affect the Statement of Activities.		
The amount of debt incurred in the current year is:		(13,665,000)
Repayment of principal on long-term debt is reported in the governmental funds as an expenditure, but is reported as a reduction in long-term debt in the Statement of Net Position and does not affect the Statement of Activities.		
The amount of long-term debt principal payments in the current year is:		79,400
In governmental funds, interest payments on outstanding long-term debt are reported as an expenditure when paid. In the Statement of Activities, interest is reported as incurred.		
The amount of interest paid during the current period	142,774	
The amount of interest accrued during the current period	(295,567)	
Interest paid is greater (less) than interest accrued by:		(152,793)
In government funds, debt discount costs and premiums on outstanding long-term debt are reported as an expenditure or revenue when incurred. In the Statement of Activities, premiums and discounts are amortized over the life of the debt issue.		
The amount of premium incurred in the current period	(201,537)	
The amount of debt premium amortized and recognized during the current period	10,077	
The amount of debt premiums and discounts recognized during the current period:		(191,460)
Pension expense reported in the governmental funds represents current year required contributions into the defined benefit pension plan. Pension expense in the Statement of Activities is actuarially determined by the defined benefit pension plan as the difference between the net pension asset/liability from the prior year to the current year, with some adjustments.		
Amount of current year required contributions into the defined benefit pension plan	1,577,380	
Actuarially determined change in net pension asset/liability between years, with some adjustments	(2,319,117)	(741,737)
Change in net position - governmental activities		$ 2,211,281

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENSES AND CHANGES
IN NET POSITION - PROPRIETARY FUNDS
For the Year Ended June 30, 2025

	Food Service
Operating revenues:	$ -
Total operating revenues	-
Operating expenses:	-
Total operating expenses	-
Operating income (loss)	-
Change in net position	-
Net position - beginning of year	1,602,320
Change within financial reporting entity (proprietary fund to governmental fund)	(1,602,320)
Net position - beginning of year, restated	-
Net position - end of year	$ -

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF FIDUCIARY NET POSITION
June 30, 2025

	Employee-Benefit Trust Fund
Assets	
Cash and cash equivalents	$ 903,723
Investments	1,570,825
Due from other funds	203,194
Total assets	$ 2,677,742
Liabilities	$ -
Total liabilities	-
Net Position	
Restricted	2,677,742
Total net position	$ 2,677,742
Total liabilities and net position	$ 2,677,742

See accompanying notes to financial statements.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
For the Year Ended June 30, 2025

	Employee-Benefit Trust Fund
Additions	
Contributions	$ 297,454
Investment income (loss):	
Interest and dividends	72,780
Net change in fair value	95,185
Less - Investment expense	(15,603)
Net investment income	152,362
Total additions	449,816
Deductions	
Payment of benefits to trust fund participants	348,450
Implicit rate subsidy	94,261
Total deductions	442,711
Change in net position	7,105
Net position - beginning of year	2,670,637
Net position - end of year	$ 2,677,742

See accompanying notes to financial statements.

NOTES TO FINANCIAL STATEMENTS

MEDFORD AREA PUBLIC SCHOOL DISTRICT
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June 30, 2025

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NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Medford Area Public School District conform to generally accepted accounting principles as applicable to governmental units.

A. REPORTING ENTITY

The Medford Area Public School District is organized as a common school district. The District, governed by a nine member elected school board, operates four year-old kindergarten through grade 12 and is comprised of all or parts of fourteen taxing districts. This report includes all of the funds of the Medford Area Public School District. The reporting entity for the District consists of (a) the primary government, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the nature and significance of their relationship with the primary government are such that their exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Component units are legally separate organizations for which the elected officials of the primary government are financially accountable. The primary government is financially accountable if it appoints a voting majority of the organization's governing body and (1) it is able to impose its will on that organization or (2) there is a potential for the organization to provide specific financial benefits to or burdens on the primary government. The primary government may be financially accountable if an organization is fiscally dependent on the primary government. This report does not contain any component units.

B. BASIS OF FINANCIAL STATEMENT PRESENTATION

District-Wide Financial Statements

The District-wide financial statements (the Statement of Net Position and the Statement of Activities) report information on all of the activities of the District. The effect of interfund activity within the governmental column has been removed from these statements. Governmental activities generally are supported by taxes and intergovernmental revenues.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. The District does not allocate indirect expenses to functions in the Statement of Activities. Program revenues included (1) charges to customers or applicants who purchase, use or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. BASIS OF FINANCIAL STATEMENT PRESENTATION (Continued)

Fund Financial Statements

Fund financial statements of the reporting entity are organized into funds each of which are considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts, which constitute its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund equity, revenues, and expenditures.

Funds are organized as major funds or nonmajor funds within the governmental and fiduciary statements. An emphasis is placed on major funds within the governmental category. A fund is considered major if it is the primary operating fund of the District or meets the following criteria:

a. Total assets and deferred outflows, liabilities and deferred inflows, revenues, or expenditures of that individual governmental fund are at least 10 percent of the corresponding total for all funds of that category or type, and

b. Total assets and deferred outflows, liabilities and deferred inflows, revenues or expenditures of the individual governmental fund are at least 5 percent of the corresponding total for all funds combined.

c. In addition, any other governmental fund that the District believes is particularly important to financial statement users may be reported as a major fund.

Governmental Funds

Governmental funds are those funds through which most governmental functions are typically financed. The measurement focus of governmental funds is on the sources, uses and balance of current financial resources. The District has presented the following governmental funds:

General Fund – The General Fund is the District's primary operating fund and is always classified as a major fund. It is used to account for and report all financial resources not accounted for and reported in another fund. Special education revenues and expenses are included in the General Fund.

Special Revenue Funds – Special Revenue Funds are used to account for and report the specific revenue sources comprising a substantial portion of the fund's resources on an ongoing basis that are restricted or committed to expenditures for specific purposes other than debt service or capital projects. The Package/Cooperative Fund is used to account for tuition charges to other districts for their students' involvement in the Rural Virtual Academy (RVA) distance learning program.

Debt Service Fund – The Debt Service Fund is used to account for and report the financial resources that are restricted, committed or assigned to expenditure for principal and interest.

Capital Projects Funds – Capital Project Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by proprietary funds and trust funds).

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

B. BASIS OF FINANCIAL STATEMENT PRESENTATION (Continued)

Governmental Funds (Continued)
The District reports the following major governmental funds:

General Fund
Capital Projects Fund
Capital Improvement Trust Fund
Special Revenue Funds:
    Package/Cooperative Fund

The District reports the following nonmajor governmental funds:

Debt Service Fund
Food Service Fund
Special Revenue Fund:
    Special Revenue Trust Fund
    Community Service Fund

Fiduciary Funds (Not included in District-Wide Statements)
Fiduciary funds consist of pension (and other employee benefit) trust funds. Fiduciary funds should be used only to report resources held for individuals, private organizations, or other governments. A fund is presented as a fiduciary fund when all of the following criteria are met: a) The government *controls* the assets that finance the activity, b) Assets are *not* generated from the *government's own-source revenues* or from the government-mandated or voluntary nonexchange transactions, c) Assets are administered through a *qualifying trust or* the government does *not* have *administrative involvement* and the assets are *not* generated from the *government's delivery of goods or services* to the beneficiaries, *or* the assets are for the benefit of *entities that are not part of the government's reporting entity*.

The District reports the following fiduciary funds:

Employee-Benefit Trust Fund – This is a separate accounting fund for reporting resources set aside and held in a trust arrangement for post-employment benefits.

C. BASIS OF ACCOUNTING

The district-wide financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned, and expenses are recognized at the time the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Deferred outflows of resources represent a consumption of resources that applies to a future period and will not be recognized as an outflow of resources (expense/expenditure) until then. Deferred inflows of resources represent an acquisition of resources that applies to a future period and will not be recognized as an inflow of resources (revenue) until that time. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider are met. Unbilled receivables are recorded as revenues when services are provided.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. BASIS OF ACCOUNTING (Continued)

The modified accrual basis of accounting is followed by the governmental funds. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual, i.e., both measurable and available. Available means collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. Expenditures are recorded when the related fund liability is incurred, except for unmatured interest on long-term debt, claims, judgments, compensated absences, and pension expenditures, which are recorded as a fund liability when expected to be paid with expendable available financial resources.

Property tax revenues are recognized as revenue in the fiscal year levied as the District considers the property taxes as due prior to June 30. The District considers the taxes as due on January 31, the date from which interest and penalties accrue for non-payment of a scheduled installment. Full receipt of the entire levy is assured within sixty days of the school's fiscal year end. Receipt of the balance of taxes levied within sixty days meets the requirements for availability in accordance with generally accepted accounting principles applicable to governmental entities.

Property taxes are collected by local taxing districts until January 31. Real estate tax collections after that date are made by the county, which assumes all responsibility for delinquent real estate taxes.

The aggregate amount of property taxes to be levied for district purposes is determined according to provisions of Chapter 120 of the Wisconsin Statutes. Property taxes levied by the District are certified to local taxing districts for collection. Property taxes attach as an enforceable lien as of January 1. Taxes are levied in December on the equalized value as of the prior January 1.

Property tax calendar – 2024 tax roll:

Lien date and levy date	December, 2024
Tax bills mailed	December, 2024
Payment in full or first installment due	January 31, 2025
Second installment due	July 31, 2025

State general and categorical aids and other entitlements are recognized as revenue in the period the District is entitled to the resources and the amounts are available. Expenditure-driven programs currently reimbursable are recognized as revenue when the qualifying expenditures have been incurred and the amounts are available. Amounts owed to the District which are not available are recorded as receivables and deferred inflows. Amounts received prior to the entitlement period are also recorded as deferred inflow.

Revenues susceptible to accrual include property taxes, miscellaneous taxes, expenditure-driven grant programs, public charges for services, and investment income.

Charges for services provided to other educational agencies and private parties are recognized as revenue when services are provided. Charges for special educational services are not reduced by anticipated state special education aid entitlements.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. BASIS OF ACCOUNTING (Continued)

For governmental fund financial statements, deferred inflows arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred inflows also arise when resources are received before the District has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the District has a legal claim to the resources, deferred inflows are removed from the balance sheet and revenue is recognized.

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

D. MEASUREMENT FOCUS

On the District-Wide Statement of Net Position and Statement of Activities, governmental activities are presented using the economic resources measurement focus. Under this concept, revenues and expenses are matched using the accrual basis of accounting.

The measurement focus of all governmental funds is the flow of current financial resources concept. Under this concept, sources and uses of financial resources, including capital outlays, debt proceeds and debt retirements are reflected in operations. Resources not available to finance expenditures and commitments of the current period are recognized as deferred inflows or nonspendable fund equity. Liabilities for claims, judgments, compensated absences and pension contributions which will not be currently liquidated using expendable available financial resources are included as liabilities in the District-wide financial statements but are excluded from the governmental fund financial statements. The related expenditures are recognized in the governmental fund financial statements when the liabilities are liquidated.

E. CASH AND INVESTMENTS

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from date of acquisition. Cash and investment balances for individual funds are pooled unless maintained in segregated accounts.

Investments are stated at fair value, which is the amount at which an investment could be exchanged in a current transaction between willing parties. Fair values are based on quoted market prices. No investments are reported at amortized cost. Adjustments necessary to record investments at fair value are recorded in the operating statement as increases or decreases in investment income.

F. INVENTORIES AND PREPAID EXPENSES

Governmental fund inventories are recorded at cost based on the FIFO (first-in, first-out) method using the consumption method of accounting.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

G. LONG-TERM OBLIGATIONS

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the District-wide or fund financial statements.

All long-term debt to be repaid from governmental resources is reported as a liability in the District-wide statements. The long-term debt consists primarily of notes, bonds or loans payable, leases, and accrued compensated absences.

Long-term debt for governmental funds is not reported as a liability in the fund financial statements. The debt proceeds are reported as other financing sources and payments of principal and interest are reported as expenditures. Debt issuance costs are recognized in the current period for the government-wide and governmental fund statements.

H. CAPITAL ASSETS

District-Wide Statements
In the District-wide financial statements, fixed assets are accounted for as capital assets. All fixed assets are valued at historical cost, or estimated historical cost if actual is unavailable, except for donated fixed assets which are recorded at their estimated acquisition value at the date of donation. The District maintains a threshold level of a unit cost of $5,000 or more for capitalizing capital assets.

Depreciation of all exhaustible fixed assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. The range of estimated useful lives by type of asset is as follows:

Site improvements	10 - 20 years
Buildings	50 years
Building improvements	20 years
Furniture and equipment	5 - 15 years
Computer and related technology	5 years
Library books	7 years

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend its life are not capitalized.

Fund Financial Statements
In the fund financial statements, fixed assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Fixed assets are not capitalized and related depreciation is not reported in the fund financial statements.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

I. RIGHT TO USE LEASED ASSETS

Right to use leased assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right to use leased assets are amortized on a straight-line basis over the life of the related lease.

J. INTERFUND RECEIVABLES AND PAYABLES

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Short-term interfund loans are reported as "due to and from other funds". Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net Position.

K. BUDGETS

Budgetary information is derived from the annual operating budget and is presented using the same basis of accounting for each fund as described in Note 1.C.

The budgeted amounts presented include amendments adopted during the year. Transfers between functions and changes to the overall budget must be approved by a two-thirds board action. There were no supplemental appropriations during the year. Appropriations lapse at year end unless specifically carried over. There were no carryovers to the following year. Budgets are adopted at the function level in all funds.

L. ALLOWANCE FOR UNCOLLECTIBLE ACCOUNTS

No allowance for uncollectible accounts has been recorded as all amounts are considered collectible.

M. COMPENSATED ABSENCES AND OTHER EMPLOYEE BENEFIT AMOUNTS

Under terms of employment, employees are granted leave in varying amounts. Benefits considered to be more likely than not to be used or settled at termination are recognized in the financial statements.

Amounts of accumulated leave that are not expected to be liquidated with expendable available financial resources are reported as liabilities in the Statement of Net Position. A liability is also recorded for accumulating rights to receive leave benefits for the portion more than likely than not to be used by employees. Additionally, a liability is recognized for that portion of accumulating leave benefits that is estimated will more likely than not to be paid upon termination. The District accrues compensated absences salary-related payments associated with payments of compensated absences.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

N. CLAIMS AND JUDGMENTS

Claims and judgments are recorded as liabilities if all the conditions of GASB pronouncements are met. Claims and judgments that would normally be liquidated with expendable available financial resources are recorded during the year as expenditures in the governmental funds. If they are not to be liquidated with expendable available financial resources, no liability is recognized in the governmental fund statement. The related expenditure is recognized when the liability is liquidated. Claims and judgments are recorded in the District-wide financial statements as expense when the related liabilities are incurred. There were no significant claims or judgments at year end.

O. INTERFUND TRANSACTIONS

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund that is reimbursed. All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers.

P. PENSIONS

The fiduciary net position of the Wisconsin Retirement System (WRS) has been determined using the flow of economic resources measurement focus and accrual basis of accounting. This includes for purposes of measuring the following:

- Net Pension Liability (Asset)
- Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions,
- Pension Expense (Revenue).

Information about the fiduciary net position of the WRS and additions to/deductions from WRS' fiduciary net position have been determined on the same basis as they are reported by WRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Q. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

For purposes of measuring the net OPEB liability (asset), deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense (revenue), information about the fiduciary net position of the District Post Employment Trust ("Plan") and additions to/deductions from the fiduciary net position have been determined on the same basis as they are reported by the Plan. For this purpose, the Plan recognizes benefit payments when due and payable in accordance with benefit terms. Investments are reported at fair value, except for money market investments and interest earning investment contracts that have a maturity at the time of purchase of one yar or less, which are reported at cost.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

R. DEFERRED OUTFLOWS AND INFLOWS OF RESOURCES

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to a future period and will not be recognized as an outflow of resources (expenditure) until then. The District has items that qualify for reporting in this category. The deferred outflows of resources are for the WRS pension system of $9,804,644 and the OPEB of $1,562,169.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position which applies to future periods and so will not be recognized as an inflow of resources (revenue) until then. The District has items that qualify for reporting in this category. The deferred inflows of resources are for the WRS pension system of $5,325,589, and the OPEB of $1,131,558.

The net position of the District is significantly impacted by the combined effect of deferred outflows and inflows of resources from the pension and OPEB plans.

S. EQUITY CLASSIFICATIONS

District-Wide Statements

Equity is reported as net position and displayed in three components:

a. Net investment in capital assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of those assets. If there are significant unspent related debt proceeds at year-end, the portion of the debt attributable to the unspent proceeds are not included in the calculation of net investment in capital assets.
b. Restricted net position – Consists of net positions with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments or, 2) law through constitutional provisions or enabling legislation.
c. Unrestricted net position – All other net positions that do not meet the definition of “restricted” or “net investment in capital assets”.

Fund Statements

Governmental fund equity is reported as fund balance and is classified as follows:

a. Nonspendable – amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.
b. Restricted – amounts with externally imposed constraints placed on the use of resources by either 1) external groups such as creditors, grantors, contributors, or lawas or regulations of other governments or 2) law through constitutional provisions or enabling legislation.
c. Committed – amounts that can only be spent for specific purposes pursuant to constraints imposed by formal action by the Board of Education. A formal resolution by a majority vote (2/3) of the Board of Education is required to establish, modify, or rescind a fund balance commitment.

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

S. EQUITY CLASSIFICATIONS (Continued)

Fund Statements (Continued)

d. Assigned – amounts that are constrained by the District's intent to be used for specific purposes, but are neither restricted nor committed. The Board of Education delegates to the Director of Business Services or his/her designee the authority to assign amounts to be used for specific purposes. Such assignments cannot exceed the available (spendable, unrestricted, uncommitted) fund balance in any particular fund.

e. Unassigned – the residual classification for the General Fund representing amounts not restricted, committed, or assigned to specific purposes. In other funds, the unassigned classification should be used only to report a deficit balance from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

When an expenditure is incurred for purposes for which both restricted and unrestricted (committed, assigned, or unassigned) amounts are available, it shall be the policy of the District to consider restricted amounts to have been reduced first. When the District incurs an expenditure for purposes for which amounts in any of the unrestricted fund balance classifications can be used, it is the District's policy to use committed fund balance, assigned fund balance, and finally unassigned fund balance.

Minimum fund balance policy: The District will maintain a minimum unassigned fund balance in its General Fund ranging from 15 to 20% of the subsequent year's budgeted expenditures and outgoing transfers. This minimum fund balance is to protect against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment.

Surplus fund balance: Should unassigned fund balance of the General Fund ever exceed the 20% range noted in the minimum fund balance policy, the excess will be considered for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing, or other recurring expenditures.

T. CHANGES IN ACCOUNTING PRINCIPLES

Effective July 1, 2024, the District adopted GASB Statement No. 101, *Compensated Absences*. GASB 101 was issued to provide guidance on the accounting and financial reporting for compensated absences. As a result of adopting GASB 101, the District made changes to the way it recognizes and measures its compensated absence liability and an adjustment to beginning net position was required for the government-wide financial statements.

Effective July 1, 2024, the District adopted GASB Statement No. 102, *Certain Risk Disclosures*. GASB 102 was issued to provide users of government financial statements with essential information about risks related to a government's vulnerabilities due to certain concentrations or constraints. The District does not have any certain risk disclosures requiring disclosure in the financial statements.

NOTE 2. DETAILED NOTES ON ALL FUNDS

A. CASH AND INVESTMENTS

Investment of District funds is restricted by State Statutes. Available investments are limited to:

1. Time deposits in any credit union, bank, savings bank, trust company or savings and loan association which is authorized to transact business in the State of Wisconsin.
2. Bonds or securities of any county, city, drainage district, technical college district, village, town, or school district of the state. Also, bonds issued by a local exposition district, a local professional baseball park district, a local professional football stadium district, local cultural arts district, or by the University of Wisconsin Hospitals and Clinics Authority, or the Wisconsin Aerospace Authority.
3. Bonds or securities issued or guaranteed by the federal government.
4. The Local Government Investment Pool (LGIP).
5. Any security maturing in seven years or less and having the highest or second highest rating category of a nationally recognized rating agency.
6. Securities of an open-end management investment company or investment trust, subject to various conditions and investment options.
7. Repurchase agreements with public depositories, with certain conditions.

Investment of the trust funds in the employee benefit trust fund is regulated by Wisconsin Statutes Chapter 881 and this guidance allows investment in equity securities, bonds and debentures.

The carrying amount of the District's cash and investments totaled $31,459,990 on June 30, 2025 and is summarized below:

Deposits with financial institutions	$ 15,655,574
Petty cash funds	165
Nicolet Trust	903,723
MidAmerica Trust	411,720
Investments:	
Nicolet Trust	1,570,825
WISC	12,917,983
	$ 31,459,990

Reconciliation to the basic financial statements:

District-Wide Statement of Net Position:	
Cash and investments	$ 28,985,442
Fiduciary funds:	
Cash and cash equivalents	903,723
Investments	1,570,825
	$ 31,459,990

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

A. CASH AND INVESTMENTS (Continued)

Fair Value Measurement – The District's investments in marketable securities are measured and reported at fair value. Financial assets required to be measured on a recurring basis are classified under a three-tier hierarchy for fair value investments. Fair value is the amount that would be received to sell an asset, or paid to settle a liability, in an orderly transaction between market participants at the measurements date.

The District uses the following hierarchical disclosure framework:

Level 1 – Measurement based upon quoted prices for identical assets in an active market as of the reporting date.

Level 2 – Measurement based upon marketplace inputs other than Level 1 that are observable, either directly or indirectly, such as quoted prices in active markets for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in inactive markets, or other inputs that are observable or can be corroborated by observable market data for substantially the full term of the assets or liabilities.

Level 3 – Measurement based on the District's assumptions about a hypothetical marketplace because observable market inputs are not available as of the reporting date.

The District uses appropriate valuation techniques based on the available inputs to measure the fair values of its assets and liabilities. When available, the District measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 3 inputs have the lowest priority.

The Level 1 investments are reported at fair value in the District's financial statements. The methods used to measure fair value may produce an amount that may not be indicative of net realizable value or reflective of future fair values. The fair value of common stocks, corporate bonds, and U.S. government securities are based on the closing price reported on the active market where the individual securities are traded.

The District's investments measured at fair value are summarized below:

	Assets at Fair Value as of June 30, 2025	
	Fair Value	Level 1
Bond mutual funds	$ 1,066,683	$ 1,066,683
Equity mutual funds	504,142	504,142
Total Investments by Fair Value Level	$ 1,570,825	$ 1,570,825

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

A. CASH AND INVESTMENTS (Continued)

Deposits and investments of the District are subject to various risks. Following is a discussion of the specific risks and the District's policy related to the risk.

Custodial Credit Risk – Custodial credit risk for deposits is the risk that, in the event of the failure of the depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The District evaluates custodial credit risk through periodic monitoring of the financial condition of financial institutions where deposits and investments are held. Formal written custodial risk policies have not been adopted by the District. As of June 30, 2025, $18,095,760 of the District's deposits and investments with financial institutions totaling $19,894,574 were uninsured. $15,647,644 of the uninsured deposits are collateralized by a letter of credit with a fair value of $16,710,167. The remaining $2,448,116 is uncollateralized. The difference between the bank balance and carrying value is due to outstanding checks and/or deposits in transit.

Deposits in each local and area bank are insured by the FDIC in the amount of $250,000 for time and savings accounts and $250,000 for demand deposit accounts. Deposits with financial institutions are also insured by the State Deposit Guarantee Fund in the amount of $1,000,000. However, due to the relatively small size of the Guarantee Fund in relationship to the total deposits covered and other legal implications, recovery of material principal losses may not be significant to individual organizations. This coverage has been considered in computing the above amounts.

Interest Rate Risk – Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. Wisconsin State Statute limits the maturity of commercial paper and corporate bonds to not more than seven years. The investments of the Employee Benefit Trust Fund had an average maturity of 6.6 years and a fair value of $1,570,825.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

A. CASH AND INVESTMENTS (Continued)

Credit Risk – Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Wisconsin Statutes limits investments in securities to the top two ratings assigned by nationally recognized statistical rating organizations. The District does not have a formal investment policy that would further limit its investment choices. The investments of the employee benefit trust fund are as follows:

		Moody's							
	Fair Value	Aaa	Aa	A	Bbb	Bb	B	Below B	Not Rated
Mutual Bond Funds	$ 857,901	$ 60,307	$ 407,156	$ 95,044	$ 213,765	$ 47,804	$ 32,033	$ 1,265	$ 527
Total Investments to be Rated	857,901	$ 60,307	$ 407,156	$ 95,044	$ 213,765	$ 47,804	$ 32,033	$ 1,265	$ 527
U.S. Government Obligations	203,809								
Cash Equivalents	4,973								
Equity Mutual Funds	504,142								
Total Investments Not Required to be Rated	712,924								
Total Investments	$ 1,570,825								

Concentration of Credit Risk – The District does not have a formal investment policy for the concentration of credit risk. The District had no investments in any one issuer (other than U.S. Treasury securities, mutual funds and external investment pools) that represent 5% or more of total District investments.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

B. CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2025 was as follows:

	Balance 7/1/2024	Additions	Deletions	Balance 6/30/2025
Governmental activities:				
Capital assets not being depreciated:				
Land	$ 716,390	$ -	$ -	$ 716,390
Construction work in progress	-	721,214	-	721,214
Total capital assets not being depreciated	716,390	721,214	-	1,437,604
Capital assets being depreciated:				
Building and improvements	45,649,373	949,095	291,728	46,306,740
Furniture and equipment	3,210,777	396,126	157,404	3,449,499
Site improvements	2,256,168	397,091	150,000	2,503,259
Food service furniture and equipment	739,675	48,250	22,004	765,921
Total capital assets being depreciated	51,855,993	1,790,562	621,136	53,025,419
Less: Accumulated depreciation for:				
Building and improvements	(27,646,439)	(758,289)	(5,834)	(28,398,894)
Furniture and equipment	(1,668,704)	(211,069)	(146,850)	(1,732,923)
Site improvements	(423,947)	(93,671)	(150,000)	(367,618)
Food service furniture and equipment	(264,282)	(41,819)	(22,004)	(284,097)
Total accumulated depreciation	(30,003,372)	(1,104,848)	(324,688)	(30,783,532)
Net capital assets - governmental activities	$ 22,569,011	$ 1,406,928	$ 296,448	$ 23,679,491

Depreciation expense was charged to functions as follows:

Governmental activities:	
Instruction:	
Regular	$ 683
Vocational	38,589
Special education	1,261
Other instruction	3,373
Support servics:	
Pupil services	4,129
Instructional staff services	15,680
School administration services	4,492
Operation and maintenance	381,126
Pupil transportation services	22,971
Other support services	27,367
Food service	41,819
Unallocated	563,358
Total depreciation expense - governmental activities	$ 1,104,848

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

B. CAPITAL ASSETS (Continued)

Right to use leased asset activity for the year ended June 30, 2025 was as follows:

	Balance 7/1/2024	Additions	Deletions	Balance 6/30/2025
Governmental activities:				
Right to use leased assets being amortized				
Buildings	$ 472,988	$ -	$ -	$ 472,988
Equipment	66,025	-	66,025	-
Total right to use leased assets being amortized	539,013	-	66,025	472,988
Less: Accumulated amortization for:				
Buildings	(250,064)	(47,300)	-	(297,364)
Equipment	(66,025)	-	(66,025)	-
Total accumulated amortization	(316,089)	(47,300)	(66,025)	(297,364)
Net right to use leased assets	$ 222,924	$ (47,300)	$ -	$ 175,624

Amortization expense was charged to the governmental activities functions as follows:

Support services:	
Business services	$ 47,300
Total amortization expense - governmental activities	$ 47,300

C. INTERFUND ACTIVITY

Interfund receivable and payable balances on June 30, 2025 are as follows:

Receivable Fund	Payable Fund	Purpose	Amount
Capital Improvements Trust Fund	General Fund	Contribution to Trust	$ 1,700,000
Employee Benefits Trust Fund	General Fund	Contribution to Trust	147,334
Employee Benefits Trust Fund	Package/Cooperative Fund	Contribution to Trust	55,860

Interfund transfers for the year ended June 30, 2025 were as follows:

Transfer from:	Transfer to:	Purpose:	Total
General Fund	Package/Cooperative Fund	To finance operations	$ 7,029,256
General Fund	Capital Improvements Trust Fund	To finance future capital projects	1,715,000
			$ 8,744,256

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

D. SHORT-TERM OBLIGATIONS

The District's short-term debt activity for the year ended June 30, 2025 is as follows:

	Balance 7/1/2024	Additions	Removals	Balance 6/30/2025
Line of credit, issued August 23, 2024, 6.35% interest rate, due August 23, 2025.	$ -	$ 8,300,000	$ 8,300,000	$ -
Total short-term borrowing	$ -	$ 8,300,000	$ 8,300,000	$ -

The District has an $8,500,000 line of credit from a local bank to be used for cash flow purposes. Borrowings under the line of credit are due upon demand, and the line of credit is subject to annual renewal. The District incurred interest of $41,081 during the 2024-2025 school year. Subsequent to year end the line of credit was renewed for the 2025-26 school year.

E. LONG-TERM OBLIGATIONS

Long-term liability activity for the year ended June 30, 2025 was as follows:

	Balance 7/1/2024	Increases	Decreases	Balance 6/30/2025	Amounts Due Within One Year
Bonds, notes and loans payable:					
General obligation debt	$ 574,400	$ 13,665,000	$ 79,400	$ 14,160,000	$ 595,300
Premium on long-term debt	-	201,537	10,077	191,460	-
Total bonds, notes and loans payable	574,400	13,866,537	89,477	14,351,460	595,300
Other liabilities:					
Compensated absences*	1,830,692	82,045	-	1,912,737	-
Total other liabilities	1,830,692	82,045	-	1,912,737	-
Total long-term liabilities	$ 2,405,092	$ 13,948,582	$ 89,477	$ 16,264,197	$ 595,300

*The change in compensated absences liability is presented as a net change.

All general obligation bonds, notes and loans payable are backed by the full faith and credit of the District. Bonds, notes and loans in the governmental funds will be retired by future property tax levies.

General obligation debt at June 30, 2025 is comprised of the following individual issue:

Type	Date of Issue	Final Maturity	Interest Rate	Original Indebtedness	Balance Outstanding 6/30/2025
General obligation promissory note 2021	7/6/2021	4/1/2031	1.10%	$ 805,600	$ 495,000
General obligation promissory note 2025	4/3/2025	4/1/2045	4.25-5%	13,665,000	13,665,000
Total general obligation debt					$ 14,160,000

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

E. LONG-TERM OBLIGATIONS (Continued)

Debt service requirements to maturity on general obligation debt are as follows:

Year Ending June 30,	Principal	Interest	Total
2026	$ 595,300	$ 620,049	$ 1,215,349
2027	81,100	608,037	689,137
2028	82,000	607,145	689,145
2029	82,900	606,243	689,143
2030	83,900	605,331	689,231
2031-2035	84,800	3,018,308	3,103,108
2036-2040	5,545,000	2,538,375	8,083,375
2041-2045	7,605,000	988,174	8,593,174
	$ 14,160,000	$ 9,591,662	$ 23,751,662

In accordance with Wisconsin Statutes, total general obligation indebtedness of the District may not exceed ten percent of the equalized value of taxable property within the District's jurisdiction. The debt limit as of June 30, 2025, was $146,470,744. Total general obligation debt outstanding at year end was $14,160,000.

F. LEASES

The District has entered into lease agreements as a lessee. The leases allow the right to use building space and equipment for the terms of the lease. The lease rates, terms, and ending lease liability are as follows:

Description	Final Maturity	Interest Rate	Original Indebtedness	Balance Outstanding 6/30/2025
Taylor County Lease Agreement (RVA Office)	7/16/2030	3.50%	$ 292,708	$ 180,827
Total				$ 180,827

Lease liability activity for the year ended June 30, 2025 was as follows:

	Balance 7/1/2024	Increases	Decreases	Balance 6/30/2025	Amounts Due Within One Year
Lease Liability	$ 228,824	$ -	$ 47,997	$ 180,827	$ 29,027

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

F. LEASES (Continued)

Debt service requirements to maturity on leased assets are as follows:

Year Ending June 30,	Principal	Interest	Total
2026	$ 29,027	$ 1,053	$ 30,080
2027	29,463	1,069	30,532
2028	29,905	1,085	30,990
2029	30,353	1,101	31,454
2030	30,808	1,117	31,925
2031	31,271	1,134	32,405
	$ 180,827	$ 6,559	$ 187,386

Lease expense for the year ended June 30, 2025 was reflected in the statement of activities as follows:

	Year Ending 6/30/2025
Lease expense	
Amortization expense by class of underlying asset	
Buildings	$ 47,300
Total amortization expense	47,300
Interest on lease liabilities	1,122
Total lease expense	$ 48,422

G. OTHER POSTEMPLOYMENT BENEFITS

Medford Area School District reports its liability for other post-employment benefits based on an actuarially determined liability for the present value of projected future benefits for retired and active employees on the financial statements.

General Information about the OPEB Plan

Description of the Plan. The Medford Area Public School District's Post Employment Trust ("Plan") provides other postemployment benefits (OPEB) benefits to eligible retirees and their spouses, currently this consists of teachers, administrators, and support staff. The District's Plan is a single-employer defined benefit post-employment welfare benefits plan. The Plan's authority is governed by the trust document and the laws of the State of Wisconsin. Amendments to the Plan may be made at any time by the District, who is the sole trustee of the Plan. The Plan does not issue a publicly available financial report.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

G. OTHER POSTEMPLOYMENT BENEFITS (Continued)

Plan membership (as of the June 30, 2024 measurement date):

Retirees	21
Active employees - Not Fully Eligible	345
Active employees - Fully Eligible	22
	388

Benefits Provided. The Plan provides healthcare benefits for retirees and their dependents. Benefits are provided through a third-party insurer, and the full cost of the benefits is covered by the plan. The trust document grants the District the authority to establish and amend the benefit terms.

Employees covered by benefit terms. At June 30, 2025, the following employees were covered by the benefit terms:

Percent of Premium	Administrators	Teachers	Support Staff
Employer	90% if hired prior to 7/1/2004 for a period of 8 years Specific credit if hired 7/1/2004 to 7/1/2005	$39,160 for 15 years of service $41,160 for 20 years of service $43,160 for 25 years of service $48,160 for 30 years of service	Up to a total of $17,000 $18,000 for 20 years of service $19,000 for 25 years of service $21,000 for 30 years of service
Employee	Hired prior to 7/1/2004 - 10% Hired 7/1/2004 to 7/1/2005: amounts in excess of employer amounts noted above.	Amounts in excess of the employer amounts noted above	Amounts in excess of the employer amounts noted above

Note: This credit is paid as a lump sum upon retirement into an HRA account held within the District's Irrevocable Trust.

Covered employee groups must meet the following eligibility guidelines:

Administration: Must be at least 55 years of age with a minimum of 12 years of service in the District or no less than a total of 25 years of teaching and administrative experience in the District. See table for contribution amounts and percentages the District will contribute towards medical premiums on behalf of this retiree until Medicare-eligibility or death, whichever occurs first.

Teachers: Must be at least 55 years of age with a minimum of 15 years of service in the District. See table for contribution amounts and percentages the District will contribute towards medical premiums on behalf of this retiree until Medicare-eligibility or death, whichever occurs first.

Support staff: Must be at least 55 years of age with a minimum of 15 years of service in the District. See table for contribution amounts and percentages the District will contribute towards medical premiums on behalf of this retiree until Medicare-eligibility or death, whichever occurs first.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

G. OTHER POSTEMPLOYMENT BENEFITS (Continued)

Contributions. The District shall make contributions to the trust from time to time, as it deems appropriate or legally required. The District has no legal obligation to contribute to the trust. Prior to the July 1, 2015 measurement period, the Plan was fully funded by making actuarially determined contributions to the Plan. The only Plan members required to contribute are the administrators hired prior to 7/1/2004 as noted in the previous table. For the year ended June 30, 2025, plan members contributed $0 or 0% of total premiums.

Implicit rate subsidy. This exists when an employee's retirees and current employees are covered together as a group wherein the premium rate or equivalent rate paid by the retirees may be lower than they would if the retirees were rated separately.

Of eligible Administrators hired between July 4, 2004 and July 1, 2005 and Teachers hired prior to July 1, 2020 who are currently electing coverage on the District's group health plan, 60% were assumed to use their medical credit to remain on the District's plan. Further, one-half of these individuals (i.e. 30%) were assumed to remain on the District's plan upon exhaustion of their credit by self-paying the full amount (100%) of the Support Staff hired prior to July 1, 2020, who are currently electing coverage, 30% were assumed to use their credit to remain on the District's plan and one-half of these individuals (i.e. 15%) were assumed to remain on the plan until Medicare eligibility upon exhaustion of their credit, if retiring prior to July 1, 2026.

20% of Administrators hired after July 1, 2005 and Teachers and Support Staff hired after July 1, 2020, currently electing coverage were assumed to continue to participate in the District's group medical plan in retirement for 18 months at the Single coverage level. The liability incurred on behalf of the above assumptions was calculated and included in the valuation.

Investments

Investment policy. The Plan's policy in regard to the allocation of invested assets is established and may be amended by the District by a majority vote of its members. It is the policy of the Plan to invest in assets as permitted by Wisconsin State Statutes.

Concentrations. The Plan did not have any investments that represent 5 percent or more of the OPEB Plan's fiduciary net position.

Receivables

As of June 30, 2025, the Plan reported $203,194 as an amount due from other funds; this represents contributions receivable to the Plan as of June 30, 2025.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

G. OTHER POSTEMPLOYMENT BENEFITS (Continued)

	Increase (Decrease)		
Changes in the Net OPEB Liability	Total OPEB Liability (a)	Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a)-(b)
Balance at 6/30/2023	$ 3,538,876	$ 2,542,101	$ 996,775
Changes for the year:			
Service cost	202,564	-	202,564
Interest	133,139	-	133,139
Changes of benefit terms	-	-	-
Differences between expected and actual experience	(64,596)	-	(64,596)
Changes in assumptions or other inputs	(241,009)	-	(241,009)
Contributions - employer	-	609,676	(609,676)
Net investment income	-	142,217	(142,217)
Benefit payments	(623,358)	(623,358)	-
Net Changes	(593,260)	128,535	(721,795)
Balance at 6/30/2024	$ 2,945,616	$ 2,670,636	$ 274,980

Net OPEB Liability

The District's net OPEB liability (asset) of $274,980 was measured as of June 30, 2024 and was determined by an actuarial valuation as of June 30, 2024.

Actuarial Assumptions. The net OPEB liability (asset) in the June 30, 2024 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.5	percent
Salary increases	3	percent, average, including inflation
Discount rate	5.58	percent
Healthcare cost trend rates	7	percent decreasing by 0.10% per year down to 4.5%, and level thereafter

Mortality rates were based on the Wisconsin 2021 Mortality Table adjusted for future mortality improvements using the MP-2018 fully generated improvement scale.

Actuarial assumptions are based upon an experience study conducted in 2021 using Wisconsin Retirement System (WRS) experience from 2018-2020.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

G. OTHER POSTEMPLOYMENT BENEFITS (Continued)

The discount rate of 5.58% was used in calculating the District's OPEB liabilities (based upon all projected payments discounted at a municipal bond rate of 5.58%). The discount rate is based on the Bond Buyer Go 20-Year AA Bond Index published by the Federal Reserve as of the week of the measurement date.

Sensitivity of the Net OPEB Liability (Asset) to Changes in the Discount Rate. The following presents the net OPEB liability (asset) of the District, as well as what the District's total OPEB liability (asset) would be if it were calculated using a discount rate that is 1-percentage-point lower (4.58 percent) or 1-percentage-point higher (6.58 percent) than the current discount rate:

	1% Decrease 4.58%	Current Discount Rate 5.58%	1% Increase 6.58%
Net OPEB Liability (Asset)	$ 433,441	$ 274,980	$ 122,460

Sensitivity of the Net OPEB Liability (Asset) to Changes in Healthcare Cost Trend Rates. The following represents the net OPEB liability (asset) of the District, as well as what the District's net OPEB liability (asset) would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (6.0 percent decreasing to 3.5 percent) or 1-percentage-point higher (8.0 percent decreasing to 5.5 percent) than the current healthcare cost trend rates:

	1% Decrease (6.0% decreasing to 3.5%)	Healthcare Cost Trend Rates (7.0% decreasing to 4.5%)	1% Increase (8.0% decreasing to 5.5%)
Net OPEB Liability (Asset)	$ 226,081	$ 274,980	$ 328,112

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2025, the District recognized an OPEB expense of $287,491. At June 30, 2025, the District reported deferred outflows of resources and deferred inflows of resources related to the OPEB from the following sources:

Gain / Loss	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experiences	$ 895,029	$ (619,072)
Changes of assumptions or other inputs	329,857	(512,486)
Net difference between projected and actual earnings on OPEB plan investments	39,829	-
District contributions subsequent to the measurement date	297,454	-
Total	$ 1,562,169	$ (1,131,558)

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

G. OTHER POSTEMPLOYMENT BENEFITS (Continued)

$297,454 reported as deferred outflows of resources related to OPEB resulting from the District contributions subsequent to the measurement date that will be recognized as a reduction of the OPEB liability in the year ended June 30, 2026. Other amounts reported as deferred outflows and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30:	
2025	$ 50,003
2026	100,482
2027	45,083
2028	41,032
2029	55,678
Thereafter	(159,121)
	$ 133,157

Payable to the OPEB Plan

At June 30, 2025, the District reported a payable of $203,194 for the 2024-2025 contribution to the OPEB plan.

H. PENSION PLAN

General Information about the Pension Plan

Plan Description. The WRS is a cost-sharing multiple-employer defined benefit pension plan. WRS benefits and other plan provisions are established by Chapter 40 of the Wisconsin Statutes. Benefit terms may only be modified by the legislature. The retirement system is administered by the Wisconsin Department of Employee Trust Funds (ETF). The system provides coverage to all eligible State of Wisconsin, local government and other public employees. All employees, initially employed by a participating WRS employer on or after July 1, 2011, and expected to work at least 1200 hours a year (880 hours for teachers and school district educational support employees) and expected to be employed for at least one year from employee's date of hire are eligible to participate in the WRS.

ETF issues a standalone Annual Comprehensive Financial Report (ACFR), which can be found at https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements.

Additionally, ETF issued a standalone Wisconsin Retirement System Financial Report, which can also be found using the link above.

Vesting. For employees beginning participation on or after January 1, 1990, and no longer actively employed on or after April 24, 1998, creditable service in each of five years is required for eligibility for a retirement annuity. Participants employed prior to 1990 and on or after April 24, 1998, and prior to July 1, 2011, are immediately vested. Participants who initially became WRS eligible on or after July 1, 2011, must have five years of creditable service to be vested.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

H. PENSION PLAN (Continued)

Benefits Provided. Employees who retire at or after age 65 (54 for protective occupations and 62 for elected officials and executive service retirement plan participants, if hired on or before 12/31/2016) are entitled to a retirement benefit based on a formula factor, their final average earnings, and creditable service.

Final average earnings is the average of the participant's three highest annual earnings periods. Creditable service includes current service and prior service for which a participant received earnings and made contributions as required. Creditable service also includes creditable military service. The retirement benefit will be calculated as a money purchase benefit based on the employee's contributions plus matching employer's contributions, with interest, if that benefit is higher than the formula benefit.

Vested participants may retire at or after age 55 (50 for protective occupations) and receive an actuarially-reduced benefit. Participants terminating covered employment prior to eligibility for an annuity may either receive employee-required contributions plus interest as a separation benefit or leave contributions on deposit and defer application until eligible to receive a retirement benefit.

The WRS also provides death and disability benefits for employees.

Post-Retirement Adjustments. The Employee Trust Funds Board may periodically adjust annuity payments from the retirement system based on annual investment performance in accordance with s. 40.27, Wis. Stat. An increase (or decrease) in annuity payments may result when investment gains (losses), together with other actuarial experience factors, create a surplus (shortfall) in the reserves, as determined by the system's consulting actuary. Annuity increases are not based on cost of living or other similar factors. For Core annuities, decreases may be applied only to previously granted increases. By law, Core annuities cannot be reduced to an amount below the original, guaranteed amount (the "floor") set at retirement. The Core and Variable annuity adjustments granted during recent years are as follows:

Year	Core Fund Adjustment (%)	Variable Fund Adjustment (%)
2015	2.9	2.0
2016	0.5	(5.0)
2017	2.0	4.0
2018	2.4	17.0
2019	0.0	(10.0)
2020	1.7	21.0
2021	5.1	13.0
2022	7.4	15.0
2023	1.6	(21.0)
2024	3.6	15.0

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

H. PENSION PLAN (Continued)

Contributions. Required contributions are determined by an annual actuarial valuation in accordance with Chapter 40 of the Wisconsin Statutes. The employee required contribution is one-half of the actuarially determined contribution rate for General category employees, including Teachers, Executives and Elected Officials. Starting on January 1, 2016, the Executives and Elected Officials category was merged into the General Employee Category. Required contributions for protective employees are the same rate as general employees. Employers are required to contribute the remainder of the actuarially determined contribution rate. The employer may not pay the employee required contribution unless provided for by an existing collective bargaining agreement.

During the reporting period, the WRS recognized $1,577,380 in contributions from the employer.

Contribution rates as of June 30, 2025 are:

Employee Category	Employee	Employer
General (including teachers, executives and elected officials)	6.95%	6.95%
Protective with Social Security	6.95%	14.95%
Protective without Social Security	6.95%	18.95%

Pension Liabilities, Pension Expense (Revenue), and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2025, the District reported a liability (asset) of $1,795,946 for its proportionate share of the net pension liability (asset). The net pension liability (asset) was measured as of December 31, 2024, and the total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation as of December 31, 2023 rolled forward to December 31, 2024. No material changes in assumptions or benefit terms occurred between the actuarial valuation date and the measurement date. The District's proportion of the net pension liability (asset) was based on the District's share of contributions to the pension plan relative to the contributions of all participating employers. At December 31, 2024, the District's proportion was 0.10929799%, which was an increase of 0.00048701% from its proportion measured as of December 31, 2023.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

H. PENSION PLAN (Continued)

For the year ended June 30, 2025, the District recognized pension expense of $2,378,557. At June 30, 2025, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 5,577,397	$ (5,241,004)
Net differences between projected and actual earnings on pension plan investments	2,729,036	-
Changes in assumptions	532,892	-
Changes in proportion and differences between employer contributions and proportionate share of contributions	-	(84,585)
Employer contributions subsequent to the measurement date	965,319	-
Total	$ 9,804,644	$ (5,325,589)

$965,319 reported as deferred outflows of resources related to pension resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability (asset) in the year ended June 30, 2026. Other amounts reported as deferred outflows of resources related to pension will be recognized in pension expense (revenue) as follows:

Year Ended June 30:	Net Deferred Outflows (Inflows) of Resources
2026	$ 1,041,299
2027	3,695,023
2028	(932,935)
2029	(289,651)
2030	-
Total	$ 3,513,736

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

H. PENSION PLAN (Continued)

Actuarial Assumptions. The total pension liability in the December 31, 2024 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Actuarial Valuation Date:	December 31, 2023
Measurement Date of Net Pension Liability (Asset):	December 31, 2024
	January 1, 2021 - December 31, 2023
Experience Study:	Published November 19, 2024
Actuarial Cost Method:	Entry Age Normal
Asset Valuation Method:	Fair Value
Long-Term Expected Rate of Return:	6.8%
Discount Rate:	6.8%
Salary Increases	
Wage Inflation:	3.0%
Seniority/Merit:	0.1% - 5.7%
Mortality:	2020 WRS Experience Mortality Table
Post-Retirement Adjustments*	1.7%

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience and other factors. 1.7% is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate. Includes the impact of known Market Recognition Account deferred gains/losses on the liability for dividend payments.

Actuarial assumptions are based upon an experience study conducted in 2024 that covered a three-year period from January 1, 2021 to December 31, 2023. Based on this experience study, actuarial assumptions used to measure the Total Pension Liability changed from prior year, including seniority (merit) and separation rates. The Total Pension Liability for December 31, 2024 is based upon a roll-forward of the liability calculated from the December 31, 2023 actuarial valuation.

Long-Term Expected Return on Plan Assets. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

H. PENSION PLAN (Continued)

Asset Allocation Targets and Expected Returns[1]
As of December 31, 2024

Core Fund Asset Class	Asset Allocation %	Long-Term Expected Nominal Rate of Return %	Long-Term Expected Real Rate of Return %[2]
Public Equity	38	7.0	4.3
Public Fixed Income	27	6.1	3.4
Private Equity/Debt	20	9.5	6.7
Inflation Sensitive	19	4.8	2.1
Real Estate	8	6.5	3.8
Leverage[3]	(12)	3.7	1.1
Total Core Fund	100	7.5	4.8
Variable Fund Asset Class			
U.S. Equities	70	6.5	3.8
International Equities	30	7.4	4.7
Total Variable Fund	100	6.9	4.2

[1]Asset Allocations are managed within established ranges;
target percentages may differ from actual monthly allocations

[2]New England Pension Consultants Long Term US CPI (Inflation) Forecast: 2.6%

[3]The investment policy used for the Core Fund involves reducing equity exposure by leveraging lower-volatility assets, such as fixed income securities. Currently, an asset allocation target of 12% policy leverage is used, subject to an allowable range of up to 20%.

Single Discount rate. A single discount rate of 6.8% was used to measure the Total Pension Liability for the current and prior year. The discount rate is based on the expected rate of return on pension plan investments of 6.8% and a municipal bond rate of 4.08% (Source: "20-Bond GO Index" is the Bond Buyer Index, general obligation, 20 years to maturity, mixed quality as of December 31, 2024. In describing this index, the Bond Buyer notes that the bonds' average quality is roughly equivalent to Moody's Investors Service's Aa2 rating and Standard and Poor's Corp.'s AA.). Because of the unique structure of WRS, the 6.8% expected rate of return implies that a dividend of approximately 1.7% will always be paid. For purposes of the single discount rate, it was assumed that the dividend would always be paid. The projection of cash flows used to determine this single discount rate assumed that plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on these assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments (including expected dividends) of current plan members. Therefore, the municipal bond rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

H. PENSION PLAN (Continued)

Sensitivity of the District's Proportionate Share of the Net Pension Liability (Asset) to Changes in the Discount Rate. The following presents the District's proportionate share of the Net Pension Liability (Asset), calculated using the discount rate of 6.8%, as well as what the District's proportionate share of the Net Pension Liability (Asset) would be if it were calculated using a discount rate that is one percentage point lower (5.8%) or one percentage point higher (7.8%) than the current rate:

	1% Decrease to Discount Rate (5.80%)	Current Discount Rate (6.80%)	1% Increase to Discount Rate (7.80%)
District's proportionate share of the net pension liability (asset)	$ 16,848,326	$ 1,795,946	$ (8,898,337)

Pension Plan Fiduciary Net Position. Detailed information about the pension plan's fiduciary net position is available in separately issued financial statements available at https://etf.wi.gov/about-etf/reports-and-studies/financial-reports-and-statements.

Payables to the Pension Plan

At June 30, 2025, the District had $522,855 of contributions due to the pension plan at year end.

I. GOVERNMENTAL FUND BALANCES

Governmental fund balances reported on the fund financial statements at June 30, 2025 include the following:

Restricted	
Major Funds:	
Capital projects	$ 12,574,886
Capital improvement trust fund	5,417,504
Nonmajor Funds:	
Special revenue trust - restricted donations	763,454
Debt service	763,952
Community service	238,089
Food Service	1,032,343
Total restricted fund balances	20,790,228
Unassigned	
Major Fund:	
General fund	8,520,241
Total unassigned fund balance	8,520,241
Total governmental fund balances	$ 29,310,469

NOTE 2. DETAILED NOTES ON ALL FUNDS (Continued)

J. CHANGE IN REPORTING ENTITY

Change in Fund Presentation
In the current year, the District began presenting Fund 49, Capital Projects, and Fund 46, Capital Improvement Trust Fund, as separate funds. In prior years, these funds were combined and reported as a single Capital Projects Fund. This change was made to improve transparency and align with common practice among Wisconsin school districts. No restatement of beginning fund balance was required for this change.

Change in Reporting Entity
Effective July 1, 2024, the District reclassified the Food Service Fund from a propriety fund to a governmental special revenue fund. This change was made to better reflect the nature of the fund's operations and align with DPI guidance. As a result, beginning fund balance and net position were restated.

NOTE 3. OTHER INFORMATION

A. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; theft of, damage to, or destruction of assets; errors and omissions; workers compensation; and health care of its employees. All of these risks are covered through the purchase of commercial insurance, with minimal deductibles. Settled claims have not exceeded insurance coverage in any of the last three years. There were no significant reductions in coverage compared to the prior year.

B. COMMITMENTS AND CONTINGENCIES

The District has received federal and state grants for specific purposes that are subject to review and audit by the grantor agencies. Such audits could lead to requests for reimbursements to the grantor agency for expenditures disallowed under terms of the grants. Management believes such disallowances, if any, would be immaterial.

In March 2025, the District entered into construction contracts for $1,118,911. Of that amount, $995,184 has not been incurred as of June 30, 2025, representing a significant future contract for the District.

C. LIMITATION OF SCHOOL DISTRICT REVENUES

Wisconsin Statutes limit the amount of revenues that school districts may derive from general school aids and property taxes. The annual revenue increase from these sources is limited to an allowable per member increase which is determined by the legislature.

This limitation does not apply to revenues needed for the payment of any general obligation debt service (including refinanced debt) authorized by either of the following:

- A resolution of the school board or by a referendum prior to August 12, 1993.
- A referendum on or after August 12, 1993.

NOTE 3. OTHER INFORMATION (Continued)

D. EFFECT OF NEW ACCOUNTING STANDARDS ON CURRENT PERIOD FINANCIAL STATEMENTS

The Governmental Accounting Standards Board (GASB) has adopted GASB Statement No. 103, *Financial Reporting Model Improvements*, effective for periods beginning after June 15, 2025, and GASB Statement No. 104, *Disclosure of Certain Capital Assets*, effective for periods beginning after June 15, 2025. When these become effective, application of these standards may restate portions of these financial statements.

E. PRIOD PERIOD ADJUSTMENTS

Prior period adjustments have been recorded for the change in accounting principle, and the change in fund type classification effective July 1, 2024, as follows:

	Reporting Units Affected by Adjustments to			
	Funds		Government-Wide	
	Food Service Fund (Governmental)	Food Service Fund (Proprietary Fund)	Governmental Activities	Business Type Activities
Fund Balance / Net position, as previously reported	$ -	$ 1,602,320	$ 36,615,207	$ 1,602,320
Change in accounting principle (GASB 101)	-	-	(1,023,854)	-
Change in fund type classification (business activity to governmental activity)	1,126,927	(1,602,320)	1,602,320	(1,602,320)
Fund Balance / Net position, as restated	$ 1,126,927	$ -	$ 37,193,673	$ -

Implementation of GASB Statement No. 101 required net position in the governmental activities to be decreased. The decrease in net position was to reflect the District's compensated absence liability at the beginning of the year.

The change in fund type classification of the Food Service Fund from a proprietary fund to a governmental special revenue fund required net position in the governmental activities to be increased, and net position in the business-type activity to be decreased.

REQUIRED SUPPLEMENTARY INFORMATION

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - GENERAL FUND
For the Year Ended June 30, 2025

	Budgeted Amounts			Variance with Final Budget Favorable
	Original	Final	Actual	(Unfavorable)
Revenues:				
Local sources	$ 7,637,480	$ 7,637,480	$ 7,795,563	$ 158,083
Interdistrict sources	11,505,000	11,505,000	11,912,842	407,842
Intermediate sources	-	-	4,524	4,524
State sources	18,415,765	18,415,765	18,560,881	145,116
Federal sources	702,587	702,587	912,560	209,973
Other sources	53,000	53,000	278,458	225,458
Total revenues	38,313,832	38,313,832	39,464,828	1,150,996
Expenditures:				
Current:				
Instruction:				
Regular instruction	10,993,164	10,993,164	11,104,906	(111,742)
Vocational instruction	1,183,894	1,183,894	1,193,245	(9,351)
Physical instruction	693,560	693,560	744,068	(50,508)
Other instruction	769,332	769,332	727,059	42,273
Total instruction	13,639,950	13,639,950	13,769,278	(129,328)
Support services:				
Pupil services	694,991	694,991	613,322	81,669
Instructional staff services	1,643,346	1,643,346	1,621,261	22,085
General administration services	375,076	375,076	521,841	(146,765)
Building administration services	1,516,626	1,516,626	1,530,251	(13,625)
Business services	297,718	297,718	286,860	10,858
Operation and maintenance	3,007,069	3,007,069	3,039,850	(32,781)
Pupil transportation	1,352,076	1,352,076	1,142,139	209,937
Central services	135,800	135,800	137,371	(1,571)
Insurance	214,776	214,776	223,445	(8,669)
Other support services	841,049	841,049	711,765	129,284
Total support services	10,078,527	10,078,527	9,828,105	250,422
Nonprogram:				
Purchased instructional services	-	-	4,539	(4,539)
Other nonprogram	953,375	953,375	1,016,365	(62,990)
Total nonprogram	953,375	953,375	1,020,904	(67,529)
Debt service:				
Interest	85,000	85,000	41,081	43,919
Total debt service	85,000	85,000	41,081	43,919
Capital outlay	31,087	31,087	138,376	(107,289)
Total expenditures	24,787,939	24,787,939	24,797,744	(9,805)
Excess (deficiency) of revenues over expenditures	13,525,893	13,525,893	14,667,084	1,141,191
Other financing sources (uses):				
Sale of fixed assets	4,000	4,000	10,006	6,006
Transfer to other funds	(13,529,893)	(13,529,893)	(14,057,853)	(527,960)
Total other financing sources (uses)	(13,525,893)	(13,525,893)	(14,047,847)	(521,954)
Net change in fund balance	-	-	619,237	619,237
Fund balance - beginning of year	7,901,004	7,901,004	7,901,004	-
Fund balance - end of year	$ 7,901,004	$ 7,901,004	$ 8,520,241	$ 619,237

See notes to required supplementary information.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - SPECIAL EDUCATION FUND
For the Year Ended June 30, 2025

	Budgeted Amounts			Variance with Final Budget Favorable
	Original	Final	Actual	(Unfavorable)
Revenues:				
Interdistrict sources	$ 58,000	$ 58,000	$ 65,756	$ 7,756
Intermediate sources	4,000	4,000	4,226	226
State sources	2,412,857	2,412,857	2,422,051	9,194
Federal sources	854,437	854,437	891,969	37,532
Total revenues	3,329,294	3,329,294	3,384,002	54,708
Expenditures:				
Current:				
Instruction:				
Special education instruction	6,943,165	6,943,165	6,579,070	364,095
Total instruction	6,943,165	6,943,165	6,579,070	364,095
Support services:				
Pupil services	1,336,300	1,336,300	1,355,125	(18,825)
Instructional staff services	409,003	409,003	376,367	32,636
General administration services	-	-	1,366	(1,366)
Business services	13,380	13,380	13,380	-
Operation and maintenance	20,000	20,000	18,294	1,706
Pupil transportation	147,670	147,670	161,924	(14,254)
Central services	6,500	6,500	8,532	(2,032)
Insurance	-	-	131	(131)
Total support services	1,932,853	1,932,853	1,935,119	(2,266)
Nonprogram:				
Purchased instructional services	34,026	34,026	42,359	(8,333)
Total nonprogram	34,026	34,026	42,359	(8,333)
Capital outlay	146,066	146,066	141,051	5,015
Total expenditures	9,056,110	9,056,110	8,697,599	358,511
Excess (deficiency) of revenues over expenditures	(5,726,816)	(5,726,816)	(5,313,597)	413,219
Other financing sources (uses):				
Transfer from other funds	5,726,816	5,726,816	5,313,597	(413,219)
Total other financing sources (uses)	5,726,816	5,726,816	5,313,597	(413,219)
Net change in fund balance	-	-	-	-
Fund balance - beginning of year	-	-	-	-
Fund balance - end of year	$ -	$ -	$ -	$ -

See notes to required supplementary information.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL - PACKAGE/COOPERATIVE FUND
For the Year Ended June 30, 2025

	Budgeted Amounts			Variance with Final Budget Favorable
	Original	Final	Actual	(Unfavorable)
Revenues:				
Local sources	$ -	$ -	$ 12,753	$ 12,753
Interdistrict sources	6,328,195	6,328,195	6,653,807	325,612
Total revenues	6,328,195	6,328,195	6,666,560	338,365
Expenditures:				
Current:				
Instruction:				
Regular instruction	6,495,240	6,495,240	6,934,698	(439,458)
Vocational instruction	139,537	139,537	157,907	(18,370)
Physical instruction	486,581	486,581	678,064	(191,483)
Total instruction	7,121,358	7,121,358	7,770,669	(649,311)
Support services:				
Pupil services	1,322,101	1,322,101	1,007,039	315,062
Instructional staff services	2,608,729	2,608,729	1,314,405	1,294,324
General administration services	414,351	414,351	933,648	(519,297)
Building administration services	1,222,660	1,222,660	1,093,897	128,763
Business services	56,554	56,554	38,116	18,438
Operation and maintenance	182,163	182,163	210,359	(28,196)
Pupil transportation	-	-	110	(110)
Central services	320,000	320,000	298,936	21,064
Insurance	66,935	66,935	56,707	10,228
Other support services	731,421	731,421	626,299	105,122
Total support services	6,924,914	6,924,914	5,579,516	1,345,398
Nonprogram:				
Purchased instructional services	-	-	15,908	(15,908)
Total nonprogram	-	-	15,908	(15,908)
Capital outlay	-	-	280,604	(280,604)
Debt service:				
Principal	-	-	47,997	(47,997)
Interest and other fiscal charges	70,000	70,000	1,122	68,878
Total debt service	70,000	70,000	49,119	20,881
Total expenditures	14,116,272	14,116,272	13,695,816	420,456
Excess (deficiency) of revenues over expenditures	(7,788,077)	(7,788,077)	(7,029,256)	758,821
Other financing sources (uses):				
Transfer from other funds	7,788,077	7,788,077	7,029,256	(758,821)
Total other financing sources (uses)	7,788,077	7,788,077	7,029,256	(758,821)
Net change in fund balance	-	-	-	-
Fund balance - beginning of year	-	-	-	-
Fund balance - end of year	$ -	$ -	$ -	$ -

See notes to required supplementary information.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
EXPLANATION OF DIFFERENCES BETWEEN BUDGETARY INFLOWS AND OUTFLOWS AND GAAP REVENUES AND EXPENDITURES
For the Year Ended June 30, 2025

A) Sources/Inflows of Resources:	General Fund	Special Education Fund
Actual amounts of total revenues from the budgetary comparison schedules	$ 39,464,828	$ 3,384,002
Reclassification:		
Special Education Fund revenues are reclassified to the General Fund, required for GAAP reporting	3,384,002	(3,384,002)
General Fund revenues as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	$ 42,848,830	$ -

B) Uses/Outflows of Resources:	General Fund	Special Education Fund
Actual amounts of total expenditures from the budgetary comparison schedules	$ 24,797,744	$ 8,697,599
Reclassification:		
Special Education Fund expenditures are reclassified to the General Fund, required for GAAP reporting	8,697,599	(8,697,599)
General Fund expenditures as reported on the Statement of Revenues, Expenditures and Changes in Fund Balances - Governmental Funds	$ 33,495,343	$ -

See notes to required supplementary information.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
NET OTHER POSTEMPLOYMENT BENEFITS LIABILITY - HEALTHCARE SCHEDULES
For the Year Ended June 30, 2025

SCHEDULE OF CHANGES IN THE DISTRICT'S NET OPEB LIABILITY AND RELATED RATIOS AS OF THE MEASUREMENT DATE

	2025	2024	2023	2022	2021	2020	2019	2018	2017
Total OPEB Liability									
Service costs	$ 202,564	$ 194,773	$ 320,928	$ 313,866	$ 323,154	$ 300,740	$ 188,401	$ 202,459	$ 202,459
Interest	133,139	133,450	108,370	113,593	167,847	174,266	115,718	106,738	112,868
Changes in benefit terms	-	-	4,319	-	(290,656)	-	258,970	-	-
Difference between expected and actual experience	(64,596)	420,472	(727,280)	-	502,732	-	498,057	-	-
Changes in assumptions or other inputs	(241,009)	-	(343,299)	-	75,740	64,093	538,919	(77,829)	-
Benefit payments	(623,358)	(897,371)	(662,920)	(663,333)	(379,135)	(424,393)	(206,345)	(745,772)	(293,519)
Net change in total OPEB	(593,260)	(148,676)	(1,299,882)	(235,874)	399,682	114,706	1,393,720	(514,404)	21,808
Total OPEB Liability-Beginning	3,538,876	3,687,552	4,987,434	5,223,308	4,823,626	4,708,920	3,315,200	3,829,604	3,807,796
Total OPEB Liability-Ending (a)	$ 2,945,616	$ 3,538,876	$ 3,687,552	$ 4,987,434	$ 5,223,308	$ 4,823,626	$ 4,708,920	$ 3,315,200	$ 3,829,604
Fiduciary Net Position									
Contributions - employer	$ 609,676	$ 801,565	$ 427,045	$ 427,045	$ 162,034	$ 63,090	$ 80,467	$ 50,267	$ 22,774
Net investment income	142,217	80,127	(212,003)	315,566	87,193	134,705	113,058	204,445	50,997
Benefit payments	(623,358)	(897,371)	(662,920)	(663,333)	(379,135)	(424,393)	(206,345)	(745,772)	(293,519)
Net change in fiduciary net position	128,535	(15,679)	(447,878)	79,278	(129,908)	(226,598)	(12,820)	(491,060)	(219,748)
Fiduciary Net Position-Beginning	2,542,101	2,557,780	3,005,658	2,926,380	3,056,288	3,282,886	3,295,706	3,786,766	4,006,514
Fiduciary Net Position-Ending (b)	$ 2,670,636	$ 2,542,101	$ 2,557,780	$ 3,005,658	$ 2,926,380	$ 3,056,288	$ 3,282,886	$ 3,295,706	$ 3,786,766
Net OPEB Liability									
Net OPEB Liability - ending (a) - (b)	$ 274,980	$ 996,775	$ 1,129,772	$ 1,981,776	$ 2,296,928	$ 1,767,338	$ 1,426,034	$ 19,494	$ 42,838
Fiduciary net position as a percentage of the Total OPEB Liability	90.66%	71.83%	69.36%	60.26%	56.03%	63.36%	69.72%	99.41%	98.88%
Covered Employee Payroll	$22,545,968	$20,014,971	$20,014,971	$16,775,765	$ 16,775,765	$14,447,870	$14,447,870	$11,656,266	$11,656,266
Net OPEB Liability as a percentage of covered-employee payroll	1.22%	4.98%	5.64%	11.81%	13.69%	12.23%	9.87%	0.17%	0.37%

See notes to required supplementary information.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
NET OTHER POSTEMPLOYMENT BENEFITS LIABILITY - HEALTHCARE SCHEDULES
For the Year Ended June 30, 2025

SCHEDULE OF DISTRICT CONTRIBUTIONS
Last 10 Fiscal Years

	2025	2024	2023	2022	2021	2020	2019	2018	2017
Actuarially Determined Contribution (ADC)	$ 609,676	$ 801,565	$ 427,045	$ 427,045	$ 392,001	$ 392,001	$ 210,718	$ 210,718	$ 44,470
Contributions in Relation to the ADC	609,676	801,565	427,045	427,045	162,034	63,090	80,467	50,267	22,774
Contribution Deficiency/(Excess)	$ -	$ -	$ -	$ -	$ 229,967	$ 328,911	$ 130,251	$ 160,451	$ 21,696
Covered-Employee Payroll	$ 22,545,968	$ 20,014,971	$ 20,014,971	$ 16,775,765	$ 16,775,765	$ 14,447,870	$ 14,447,870	$ 11,656,266	$ 11,646,266
Contributions as a Percentage of Covered-Employee Payroll	2.70%	4.00%	2.13%	2.55%	0.97%	0.44%	0.56%	0.43%	0.20%

See notes to required supplementary information.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
WISCONSIN RETIREMENT SYSTEM SCHEDULES
For the Year Ended June 30, 2025

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET) AS OF THE MEASUREMENT DATE

Last 10 Calendar Years*

Year ended December 31,	Proportion of the net pension liability (asset)	Proportionate share of the net pension liability (asset)	Covered-employee payroll	Collective net pension liability (asset) as a percentage of District's covered-employee payroll	Plan fiduciary net position as a percentage of the total pension liability (asset)
2024	0.10929799%	$ 1,795,946	$22,860,590	7.86%	98.79%
2023	0.10881098%	1,617,808	21,674,018	7.46%	98.85%
2022	0.10499703%	5,562,431	19,741,852	28.18%	95.72%
2021	0.10098875%	(8,139,879)	18,237,112	(44.63%)	106.02%
2020	0.09687601%	(6,048,107)	16,727,678	(36.16%)	105.26%
2019	0.09286166%	(2,994,283)	15,470,065	(19.36%)	102.96%
2018	0.08983958%	3,196,210	14,376,111	22.23%	96.45%
2017	0.08736266%	(2,593,901)	13,111,715	(19.78%)	102.93%
2016	0.08612797%	709,900	12,650,961	5.61%	99.12%
2015	0.08536503%	1,387,165	12,252,317	11.32%	98.20%

*The proportionate share of the net pension liability (asset) and other amounts presented above for each year were determined as of the calendar year-end that occurred 6 months prior to the financial reporting period.

SCHEDULE OF DISTRICT'S CONTRIBUTIONS FOR THE YEAR ENDED

Last 10 Fiscal Years**

Year ended June 30,	Contractually required contributions	Contributions in relation to the contractually required contributions	Contribution deficiency (excess)	Covered-employee payroll	Contributions as a percentage of covered-employee payroll
2025	$ 1,634,646	$ (1,634,646)	$ -	$ 23,589,873	6.93%
2024	1,530,289	(1,530,289)	-	22,310,711	6.86%
2023	1,402,966	(1,402,966)	-	21,006,078	6.68%
2022	1,231,005	(1,231,005)	-	19,087,493	6.45%
2021	1,129,118	(1,129,118)	-	17,393,731	6.49%
2020	1,013,289	(1,013,289)	-	16,135,989	6.28%
2019	963,199	(963,199)	-	14,988,651	6.43%
2018	891,596	(891,596)	-	13,839,845	6.44%
2017	834,963	(834,963)	-	12,676,526	6.59%
2016	833,158	(833,158)	-	12,461,486	6.69%

**The contribution and other amounts presented above for each fiscal year are based on information that occurred during that fiscal year.

See notes to required supplementary information.

NOTE 1. EXCESS OF ACTUAL EXPENDITURES OVER BUDGET IN INDIVIDUAL FUNDS

The following expenditure functions had an excess of actual expenditures over budget for the year ended June 30, 2025:

Fund	Excess Expenditures
General Fund:	
Instruction	$ 129,328
Nonprogram	67,529
Capital outlay	107,289
Special Education Fund:	
Support services	2,266
Nonprogram	8,333
Package/Cooperative Fund:	
Instruction	649,311
Nonprogram	15,908
Capital outlay	280,604

The excess expenditures were financed from favorable variances in other functional categories and from fund balance.

NOTE 2. NET OPEB LIABILITY SCHEDULES

Governmental Accounting Standards Board Statement No. 75 requirements have been implemented prospectively, therefore, the illustrations do not present similar information for the 1 preceding year.

Actuarial assumptions. Key methods and assumptions used to calculate actuarially determined contributions (ADC) were as follows:

Valuation Date	June 30, 2024
Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Market Value
Amortization Method	2 year Level $
Discount Rate	5.58%
Inflation	2.50%

Changes of Benefit Terms. There were no changes of benefit terms during the year.

Changes of Assumptions. There were no changes of assumptions during the year.

NOTE 3. WISCONSIN RETIREMENT SYSTEM SCHEDULES

Changes of benefit terms. There were no changes of benefit terms for any participating employer in WRS.

Changes of assumptions. Based on a three-year experience study conducted in 2021 covering January 1, 2018 through December 31, 2020, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-end December 31, 2021, including the following:

- Lowering the long-term expected rate of return from 7.0% to 6.8%
- Lowering the discount rate from 7.0% to 6.8%
- Lowering the price inflation rate from 2.5% to 2.4%
- Lowering the post-retirement adjustments from 1.9% to 1.7%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2018 Mortality Table to the 2020 WRS Experience Mortality Table.

Based on a three-year experience study conducted in 2018 covering January 1, 2015 through December 31, 2017, the ETF Board adopted assumption changes that were used to measure the total pension liability beginning with the year-ended December 31, 2018, including the following:

- Lowering the long-term expected rate of return from 7.2% to 7.0%
- Lowering the discount rate from 7.2% to 7.0%
- Lowering the wage inflation rate from 3.2% to 3.0%
- Lowering the price inflation rate from 2.7% to 2.5%
- Lowering the post-retirement adjustments from 2.1% to 1.9%
- Mortality assumptions were changed to reflect updated trends by transitioning from the Wisconsin 2012 Mortality Table to the Wisconsin 2018 Mortality Table.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2025

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2024	2023	2022	2021	2020
Valuation Date:	December 31, 2022	December 31, 2021	December 31, 2020	December 31, 2019	December 31, 2018
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period
Amortization Period:	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.4%	5.4%	5.4%	5.4%	5.4%
Weighted based on assumed rate for:					
Pre-retirement:	6.8%	6.8%	7.0%	7.0%	7.0%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.0%	3.0%	3.0%	3.0%	3.0%
Seniority/Merit:	0.1%-5.7%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	1.7%	1.7%	1.9%	1.9%	1.9%
Retirement Age:	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2021 valuation pursuant to an experience study of the period 2018-2020.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2021 valuation pursuant to an experience study of the period 2018-2020.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015-2017.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2018 valuation pursuant to an experience study of the period 2015 - 2017.
Mortality:	2020 WRS Experience Tables. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2021 fully generational improvement scale from a base year of 2010.	2020 WRS Experience Tables. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2021 fully generational improvement scale from a base year of 2010.	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).	Wisconsin 2018 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2018 fully generational improvement scale (multiplied by 60%).

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

MEDFORD AREA PUBLIC SCHOOL DISTRICT
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
For the Year Ended June 30, 2025

Significant methods and assumptions used in calculating Wisconsin Retirement System Actuarially Determined Contributions:

	2019	2018	2017	2016	2015
Valuation Date:	December 31, 2017	December 31, 2016	December 31, 2015	December 31, 2014	December 31, 2013
Actuarial Cost Method:	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age	Frozen Entry Age
Amortization Method:	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period	Level Percent of Payroll-Closed Amortization Period
Amortization Period:	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS	30 Year closed from date of participation in WRS
Asset Valuation Method:	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)	Five Year Smoothed Market (Closed)
Actuarial Assumptions					
Net Investment Rate of Return:	5.5%	5.5%	5.5%	5.5%	5.5%
Weighted based on assumed rate for:					
Pre-retirement:	7.2%	7.2%	7.2%	7.2%	7.2%
Post-retirement:	5.0%	5.0%	5.0%	5.0%	5.0%
Salary Increases					
Wage Inflation:	3.2%	3.2%	3.2%	3.2%	3.2%
Seniority/Merit:	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%	0.1%-5.6%
Post-retirement Benefit Adjustments*:	2.1%	2.1%	2.1%	2.1%	2.1%
Retirement Age:	Experience -based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience - based table of rates that are specific to the type of eligibility condition. Last updated for the 2015 valuation pursuant to an experience study of the period 2012 - 2014.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.	Experience-based table of rates that are specific to the type of eligibility condition. Last updated for the 2012 valuation pursuant to an experience study of the period 2009 - 2011.
Mortality:	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience adjusted for future mortality improvements using the MP-2015 fully generational improvement scale (multiplied by 50%).	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality	Wisconsin 2012 Mortality Table. The rates based on actual WRS experience projected to 2017 with scale BB to all for future improvements (margin) in mortality

*No post-retirement adjustment is guaranteed. Actual adjustments are based on recognized investment return, actuarial experience, and other factors. Value is the assumed annual adjustment based on the investment return assumption and the post-retirement discount rate.

OTHER SUPPLEMENTARY INFORMATION

MEDFORD AREA PUBLIC SCHOOL DISTRICT
COMBINING BALANCE SHEET
GENERAL FUND
June 30, 2025

	General Fund	Special Education Fund	Elimination	Total Combined General Fund
Assets				
Cash and investments	$ 9,232,301	$ 253,100	$ -	$ 9,485,401
Receivables:				
Taxes	2,474,919	-	-	2,474,919
Accounts	2,266	30	-	2,296
Due from other governments	240,660	114,482	-	355,142
Total assets	$ 11,950,146	$ 367,612	$ -	$ 12,317,758
Liabilities				
Accounts payable	$ 1,627,087	$ 323,096	$ -	$ 1,950,183
Due to other funds	1,802,818	44,516	-	1,847,334
Total liabilities	3,429,905	367,612	-	3,797,517
Fund balances				
Unassigned	8,520,241	-	-	8,520,241
Total fund balances	8,520,241	-	-	8,520,241
Total liabilities and fund balances	$ 11,950,146	$ 367,612	$ -	$ 12,317,758

MEDFORD AREA PUBLIC SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - GENERAL FUND
For the Year Ended June 30, 2025

	General Fund	Special Education Fund	Elimination	Total Combined General Fund
Revenues:				
Local sources	$ 7,795,563	$ -	$ -	$ 7,795,563
Interdistrict sources	11,912,842	65,756	-	11,978,598
Intermediate sources	4,524	4,226	-	8,750
State sources	18,560,881	2,422,051	-	20,982,932
Federal sources	912,560	891,969	-	1,804,529
Other sources	278,458	-	-	278,458
Total revenues	39,464,828	3,384,002	-	42,848,830
Expenditures:				
Current:				
Instruction:				
Regular instruction	11,104,906	-	-	11,104,906
Vocational instruction	1,193,245	-	-	1,193,245
Physical instruction	744,068	-	-	744,068
Special education instruction	-	6,579,070	-	6,579,070
Other instruction	727,059	-	-	727,059
Total instruction	13,769,278	6,579,070	-	20,348,348
Support services:				
Pupil services	613,322	1,355,125	-	1,968,447
Instructional staff services	1,621,261	376,367	-	1,997,628
General administration services	521,841	1,366	-	523,207
Building administration services	1,530,251	-	-	1,530,251
Business services	286,860	13,380	-	300,240
Operation and maintenance	3,039,850	18,294	-	3,058,144
Pupil transportation	1,142,139	161,924	-	1,304,063
Central services	137,371	8,532	-	145,903
Insurance	223,445	131	-	223,576
Other support services	711,765	-	-	711,765
Total support services	9,828,105	1,935,119	-	11,763,224
Nonprogram:				
Purchased instructional services	4,539	42,359	-	46,898
Other nonprogram	1,016,365	-	-	1,016,365
Total nonprogram	1,020,904	42,359	-	1,063,263
Debt service				
Interest	41,081	-	-	41,081
Total debt service	41,081	-	-	41,081
Capital outlay	138,376	141,051	-	279,427
Total expenditures	24,797,744	8,697,599	-	33,495,343
Excess (deficiency) of revenues over expenditures	14,667,084	(5,313,597)	-	9,353,487
Other financing sources (uses):				
Sale of fixed assets	10,006	-	-	10,006
Transfer from other funds	-	5,313,597	(5,313,597)	-
Transfer to other funds	(14,057,853)	-	5,313,597	(8,744,256)
Total other financing sources (uses)	(14,047,847)	5,313,597	-	(8,734,250)
Net change in fund balances	619,237	-	-	619,237
Fund balances - beginning of year	7,901,004	-	-	7,901,004
Fund balances - end of year	$ 8,520,241	$ -	$ -	$ 8,520,241

MEDFORD AREA PUBLIC SCHOOL DISTRICT
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
June 30, 2025

	Special Revenue Trust Fund	Community Service Fund	Debt Service Fund	Food Service Fund	Total Nonmajor Gov't. Funds
Assets					
Cash and cash equivalents	$ 773,357	$ 126,092	$ 763,952	$ 1,055,251	$ 2,718,652
Accounts receivable	60	-	-	91	151
Due from other governments	-	144,890	-	27,331	172,221
Total assets	$ 773,417	$ 270,982	$ 763,952	$ 1,082,673	$ 2,891,024
Liabilities					
Accounts payable and accrued liabilities	$ 9,963	$ 32,893	$ -	$ 13,082	$ 55,938
Deposits payable	-	-	-	37,248	37,248
Total liabilities	9,963	32,893	-	50,330	93,186
Fund balances					
Restricted for:					
District operations per donor specifications	763,454	-	-	-	763,454
Future community service expenditures	-	238,089	-	-	238,089
Debt service	-	-	763,952	-	763,952
Food service	-	-	-	1,032,343	1,032,343
Total fund balances	763,454	238,089	763,952	1,032,343	2,797,838
Total liabilities and fund balances	$ 773,417	$ 270,982	$ 763,952	$ 1,082,673	$ 2,891,024

MEDFORD AREA PUBLIC SCHOOL DISTRICT
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES - NONMAJOR GOVERNMENTAL FUNDS
For the Year Ended June 30, 2025

	Special Revenue Trust Fund	Community Service Fund	Debt Service Fund	Food Service Fund	Total Nonmajor Gov't. Funds
Revenues:					
Local sources	$ 1,108,252	$ 395,719	$ 736,907	$ -	$ 2,240,878
Other local sources	-	-	-	463,523	463,523
State sources	-	-	-	24,149	24,149
Federal sources	-	843,835	-	796,344	1,640,179
Other sources	-	-	183	-	183
Total revenues	1,108,252	1,239,554	737,090	1,284,016	4,368,912
Expenditures:					
Current:					
Instruction:					
Regular instruction	219,684	-	-	-	219,684
Vocational instruction	2,685	-	-	-	2,685
Total instruction	222,369	-	-	-	222,369
Support services:					
General administration	-	74,994	-	-	74,994
Building administration	383,365	1,427	-	-	384,792
Business services	-	-	-	898	898
Operation and maintenance	289,770	414	-	106,306	396,490
Pupil transportation	19,102	34,177	-	-	53,279
Central services	-	627	-	-	627
Community service	-	1,079,780	-	-	1,079,780
Food service	-	-	-	1,263,144	1,263,144
Other support services	60,192	7,750	-	8,252	76,194
Total support services	752,429	1,199,169	-	1,378,600	3,330,198
Debt service:					
Principal	-	-	79,400	-	79,400
Interest and other fiscal charges	-	-	100,571	-	100,571
Total debt service	-	-	179,971	-	179,971
Capital outlay	8,815	11,767	-	-	20,582
Total expenditures	983,613	1,210,936	179,971	1,378,600	3,753,120
Excess (deficiency) of revenues over (under) expenditures	124,639	28,618	557,119	(94,584)	615,792
Other financing sources (uses):					
Premium on long-term debt	-	-	201,537	-	201,537
Total other financing sources (uses)	-	-	201,537	-	201,537
Net change in fund balances	124,639	28,618	758,656	(94,584)	817,329
Fund balances - beginning of year	638,815	209,471	5,296	-	853,582
Change within financial reporting entity (proprietary fund to governmental fund)	-	-	-	1,126,927	1,126,927
Fund balances - beginning of year, restated	638,815	209,471	5,296	1,126,927	1,980,509
Fund balances - end of year	$ 763,454	$ 238,089	$ 763,952	$ 1,032,343	$ 2,797,838

MEDFORD AREA PUBLIC SCHOOL DISTRICT
SCHEDULES OF CHARTER SCHOOL AUTHORIZER OPERATING COSTS AND SERVICE COSTS
For the Year Ended June 30, 2025

Operating Activity	WUFAR Object Code	Cost
Employee salaries	100	$ 132,840
Employee benefits	200	53,306
Purchased services	300	421,566
Non-capital objects	400	188,048
Handicapped Pupils and School Age Parents	900	2,586
Total		$ 798,346

Services Provided	Function Code	Cost
General Administration	235000	$ 798,346
Total		$ 798,346

Medford Area Public School District
Post Retirement Trust
July 1, 2025 through June 30, 2026

Month	July	August	September	October	November	December	January	February	March	April	May	June	Year to Date
Beginning Balance	2,474,547.74	2,325,834.79	2,350,523.06	2,377,574.17	2,392,594.49								2,474,547.74
Additions	-												-
Earnings	3,664.68	2,909.02	12,605.77	3,908.86	4,000.70								27,089.03
Unrealized (Loss)/Gain	5,046.09	23,047.20	15,726.66	12,407.43	11,727.05								67,954.43
Fees	(1,348.50)	(1,267.95)	(1,281.32)	(1,295.97)	(1,304.11)								(6,497.85)
Annual Implicit Rate Subsidy	(94,259.69)	-	-										(94,259.69)
Contributions	297,454.00	-	-										297,454.00
Other													-
Disbursements	(359,269.53)	-	-										(359,269.53)
Ending Balance	2,325,834.79	2,350,523.06	2,377,574.17	2,392,594.49	2,407,018.13	-	-	-	-	-	-	-	2,407,018.13
Liability Value (-) Investment at Cost	2,257,869.47	2,254,509.53	2,265,833.98	2,268,446.87	2,271,143.46	(24,217.69)	(44,673.79)	(63,372.84)	(33,178.04)	(33,577.86)	(55,373.61)	(62,919.23)	-
Accum Unrealized (Loss) Gain	67,965.32	96,013.53	111,740.19	124,147.62	135,874.67	24,217.69	44,673.79	63,372.84	33,178.04	33,577.86	55,373.61	62,919.23	2,407,018.13

Beginning Balance	2,474,547.74
Additions	-
Earnings	27,089.03
Unrealized Gain	67,954.43
Fees	(6,497.85)
Implicit Rate	(94,259.69)
Annual Contribution	297,454.00
Disbursements	(359,269.53)
	2,407,018.13

MEDFORD AREA PUBLIC SCHOOL DISTRICT

REGULAR BOARD OF EDUCATION MEETING

December 22, 2025

ACCOUNTS PAYABLE

The Medford Area Public School District Board of Education approves the following:

Check # 202026 to Check # 2002272 .

Amount $ 2,296,342.41 for voucher checks and

Amount $ 1,546,871.56 for payroll.

ACH # 252600017 to ACH # 252600020 .

Amount $ 5,667.24 for ACH.

Wire Transfer # 202500112 to Wire Transfer # 202500148 .

Amount $ 825,182.86 for Wire Transfer and

Amount $ 0 for BMO Harris Credit Cards.

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REPORT SPECIFICATIONS

DISTRICT:	MEDFORD AREA PUBLIC SCHOOL DISTRICT		
REPORT TITLE:	12/22/25 (Dates: 11/25/25 - 12/15/25)		
REQUESTED BY:	lanneja	DATE:	12/15/25
PROGRAM NAME:	fin/3frdtl01.	TIME:	3:10:41 PM
COPIES:	1	LPI:	6
RUN ON SERVER:	yes	CREATE ASCII FILE:	NO

****

Report Parameters

Description:	MONTHLY BOARD OF ED CHECK LISTING
Report Title:	12/22/25
Print Detail Lines:	Yes

Report Ranges	Low	High
Check Number:	0	999999999
Check Amount:	-9999999999	9999999999
PO Number:	0	9999999999
Invoice Date:	07/02/24	12/22/25
Vendor to Display:	Invoice	
Vendor Type:		ZZZZZ
Vendor Sub Type:		ZZZZZ
Check type to print:	All	
Include Continuation Void	No	
Exclude Voided Checks:	No	
Print Only 1099 Vendors:	No	
Post Month Print Format:	Numeric	
Banks Selected:	BNK0	

Account Filters

Account Types Selected:	Asset Liability Equity Revenue Expense	
Account Status:	Both Active/Inactive	
	Low	High
B/S Account Ranges:	00 * 000 000 000000 000	99 * 999 999 999999 999
O/S Account Ranges:	00 * 000 000 000000 000	99 * 999 999 999999 999
Group Codes:	- -	zz-zz-zzzz
Category Codes:		zzzzzzzz

Report Fields	Length	Sign	Edited	Whole	Field Format	Year	Suppress Repeating
Check Number	9						No
Check Date	10						No
Vendor	30						No
PO Number	10						No
Invoice Number	15						No
Invoice Description	35						No
Amount	12	Right	Yes	No	>,>>>,>>>,>>9.99-	Current	No

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REPORT SPECIFICATIONS

DISTRICT:	MEDFORD AREA PUBLIC SCHOOL DISTRICT		
REPORT TITLE:	12/22/25 (Dates: 11/25/25 - 12/15/25)		
REQUESTED BY:	lanneja	DATE:	12/15/25
PROGRAM NAME:	TP-FIELD-HEAD	TIME:	3:10:41 PM
COPIES:	1	LPI:	6
RUN ON SERVER:	yes	CREATE ASCII FILE:	NO

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Report Fields	Length	Sign	Edited	Whole	Field Format	Year	Suppress Repeating
Account Number	25				Number		No
Post Date	10						No

Sort Fields	Totals	Break Spacing
1-Check Number	No	Single
2-Check Date	No	Single
3-Vendor	Yes	Single
4-PO Number	No	Single
5-Invoice Number	No	Single

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
200135	12/15/2025	Barker, John	0	REFUND FS ACCOU	FOOD SERVICE BALANCE	7.95-	50 R 800 251 257000 000	12/15/2025
					Totals for Barker, John	7.95-		
201610	10/28/2025	Medford Boys Basketball Booste	0	10/24/25	NESTLE DONATION	200.00	21 R 400 291 500000 495	12/09/2025
201610	10/28/2025	Medford Boys Basketball Booste	0	10/24/25	NESTLE DONATION	200.00-	21 R 400 291 500000 499	12/09/2025
					Totals for Medford Boys Basketball Boost	0.00		
201665	11/04/2025	Kalahari Resort	0	110	Hotel for WHPE Conference	640.48-	10 E 800 342 221300 365	12/09/2025
201665	11/04/2025	Kalahari Resort	0	110	Hotel for WHPE Conference	640.48	10 E 800 342 221300 381	12/09/2025
					Totals for Kalahari Resort	0.00		
202026	11/25/2025	Christianson, Jason	0	11/25/25	BOYS VARSITY BASKETBALL VS EAU CLAIRE NORTH	150.00	10 E 400 310 162000 957	11/25/2025
					Totals for Christianson, Jason	150.00		
202027	11/25/2025	Clark, Christopher	0	11/25/25	BOYS JV BASKETBALL VS EAU CLAIRE NORTH	55.00	10 E 400 310 162000 957	11/25/2025
					Totals for Clark, Christopher	55.00		
202028	11/25/2025	Clausnitzer, John	0	11/25/25	BOYS VARSITY BASKETBALL VS EAU CLAIRE NORTH	150.00	10 E 400 310 162000 957	11/25/2025
					Totals for Clausnitzer, John	150.00		
202029	11/25/2025	Kelley, Bryce	0	11/25/25	BOYS VARSITY BASKETBALL VS EAU CLAIRE NORTH	150.00	10 E 400 310 162000 957	11/25/2025
					Totals for Kelley, Bryce	150.00		
202030	11/25/2025	Pulkinen, Michael	0	11/25//25	BOYS VARSITY ICE HOCKEY VS ALTOONA	120.00	10 E 400 310 162000 961	11/25/2025
					Totals for Pulkinen, Michael	120.00		
202031	11/25/2025	Schroder, Bryan	0	11/25/25	BOYS VARSITY ICE HOCKEY VS ALTOONA	120.00	10 E 400 310 162000 961	11/25/2025
					Totals for Schroder, Bryan	120.00		
202032	11/25/2025	Spear, Scott	0	11/25/25	BOYS VARSITY ICE HOCKEY VS ALTOONA	120.00	10 E 400 310 162000 961	11/25/2025
					Totals for Spear, Scott	120.00		
202033	11/25/2025	Wenzel, Leon	0	11/25/25	BOYS JV BASKETBALL VS EAU CLAIRE NORTH	55.00	10 E 400 310 162000 957	11/25/2025
					Totals for Wenzel, Leon	55.00		
202034	11/25/2025	Wudi, Michael	0	11/25/25	BOYS JV2 BASKETBALL VS EAU CLAIRE NORTH	55.00	10 E 400 310 162000 957	11/25/2025
					Totals for Wudi, Michael	55.00		
202035	11/25/2025	Medford Area Public School Dis	0	11/28/2025 payr	11/28/2025 payroll	778,252.55	10 A 000 000 711100 000	11/25/2025
					Totals for Medford Area Public School Di	778,252.55		
202036	11/25/2025	Thrivent Mutual Funds	0	20251114ADDATM	Thrivent Mutual Funds-J. Hraby-$250	125.00	99 L 000 000 811670 000	11/28/2025
202036	11/25/2025	Thrivent Mutual Funds	0	20251128ADDATM	Thrivent Mutual Funds	125.00	99 L 000 000 811670 000	11/28/2025
					Totals for Thrivent Mutual Funds	250.00		
202037	11/25/2025	Ameriprise Financial Services	0	20251114ADDAB	NBS - National Benefit	50.00	99 L 000 000 811670 000	11/28/2025

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
					Services;M.Hawley-$100			
202037	11/25/2025	Ameriprise Financial Services	0	20251128ADDAB		50.00	99 L 000 000 811670 000	11/28/2025
					Totals for Ameriprise Financial Services	100.00		
202038	11/25/2025	AXA Equitable	0	20251114ADDA22	R. Bloom-$324, M. Phillips-$500 Roth	412.00	99 L 000 000 811670 000	11/28/2025
202038	11/25/2025	AXA Equitable	0	20251128ADDA22	AXA EQUITABLE	412.00	99 L 000 000 811670 000	11/28/2025
					Totals for AXA Equitable	824.00		
202039	11/25/2025	WI SCTF	0	20251128ADDGA	WI SCTF-B.Wert-$73.00,6063683	73.00	10 L 000 000 811680 000	11/28/2025
					Totals for WI SCTF	73.00		
202040	11/25/2025	Delta Dental of Wisconsin	0	2450984	December 25-115110000000000000	19,661.33	10 L 000 000 811632 000	11/28/2025
202040	11/25/2025	Delta Dental of Wisconsin	0	2450984	December 25-115110000000000000	12,539.16	27 L 000 000 811632 000	11/28/2025
202040	11/25/2025	Delta Dental of Wisconsin	0	2450984	December 25-115110000000000000	94.76	50 L 000 000 811632 000	11/28/2025
202040	11/25/2025	Delta Dental of Wisconsin	0	2450984	December 25-115110000000000000	208.08	80 L 000 000 811632 000	11/28/2025
202040	11/25/2025	Delta Dental of Wisconsin	0	2450984	December 25-115110000000000000	10,946.90	99 L 000 000 811632 000	11/28/2025
202040	11/25/2025	Delta Dental of Wisconsin	0	2450985	December 25-115117000000000000	654.54	10 L 000 000 811632 000	11/28/2025
					Totals for Delta Dental of Wisconsin	44,104.77		
202041	11/25/2025	Kansas City Life Insurance Co	0	1732891	December 2025-Short Term	1,236.37	10 L 000 000 811639 836	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732891	December 2025-Short Term	359.24	27 L 000 000 811639 836	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732891	December 2025-Short Term	222.43	99 L 000 000 811639 836	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732892	December 2025-Long Term	2,849.62	10 L 000 000 811633 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732892	December 2025-Long Term	1,722.88	27 L 000 000 811633 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732892	December 2025-Long Term	28.72	50 L 000 000 811633 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732892	December 2025-Long Term	51.97	80 L 000 000 811633 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732892	December 2025-Long Term	1,871.52	99 L 000 000 811633 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732893	December 25-Life	564.24	10 L 000 000 811634 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732893	December 25-Life	9.72	80 L 000 000 811634 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732893	December 25-Life	343.54	27 L 000 000 811634 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732893	December 25-Life	296.56	99 L 000 000 811634 000	11/28/2025
202041	11/25/2025	Kansas City Life Insurance Co	0	1732893	December 25-Life	6.36	50 L 000 000 811634 000	11/28/2025
					Totals for Kansas City Life Insurance Co	9,563.17		
202042	11/25/2025	Security Health Plan	0	EMP569	December 2025	322,724.11	10 L 000 000 811631 000	11/28/2025
202042	11/25/2025	Security Health Plan	0	EMP569	December 2025	195,846.68	27 L 000 000 811631 000	11/28/2025
202042	11/25/2025	Security Health Plan	0	EMP569	December 2025	1,944.10	50 L 000 000 811631 000	11/28/2025
202042	11/25/2025	Security Health Plan	0	EMP569	December 2025	3,164.18	80 L 000 000 811631 000	11/28/2025
202042	11/25/2025	Security Health Plan	0	EMP569	December 2025	179,223.86	99 L 000 000 811631 000	11/28/2025
					Totals for Security Health Plan	702,902.93		
202043	11/25/2025	NVA Vision	0	4469708	December 2025-5108	2,706.07	10 L 000 000 811639 000	11/28/2025
202043	11/25/2025	NVA Vision	0	4469708	December 2025-5108	1,410.86	27 L 000 000 811639 000	11/28/2025
202043	11/25/2025	NVA Vision	0	4469708	December 2025-5108	970.40	99 L 000 000 811639 000	11/28/2025

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
202043	11/25/2025	NVA Vision	0	4469708	December 2025-5108	19.64	80 L 000 000 811639 000	11/28/2025
					Totals for NVA Vision	5,106.97		
202044	11/26/2025	A'viands LLC	0	INV1900042755	OCTOBER 2025 FOOD SERVICE	114,680.58	50 L 000 000 811200 000	11/26/2025
					Totals for A'viands LLC	114,680.58		
202045	11/26/2025	Anderson, Vanessa	0	10/21/25	MASH VOLLEYBALL LINE JUDGE	50.00	10 E 400 310 162000 951	11/26/2025
					Totals for Anderson, Vanessa	50.00		
202046	11/26/2025	Christianson, Jason	0	11/14-11/20/25	MASH GIRLS BASKETBALL TABLE WORKER/ANNOUNCER	120.00	10 E 400 310 162000 956	11/26/2025
					Totals for Christianson, Jason	120.00		
202047	11/26/2025	Clark, Christopher	0	11/18-11/20/25	MASH GIRLS BASKETBALL TABLE WORKER	85.00	10 E 400 310 162000 956	11/26/2025
					Totals for Clark, Christopher	85.00		
202048	11/26/2025	Clausnitzer, Dawn	0	10/21-11/18/25	MASH VOLLEYBALL/GIRLS BASKETBALL TABLE WORKER	30.00	10 E 400 310 162000 951	11/26/2025
202048	11/26/2025	Clausnitzer, Dawn	0	10/21-11/18/25	MASH VOLLEYBALL/GIRLS BASKETBALL TABLE WORKER	55.00	10 E 400 310 162000 956	11/26/2025
					Totals for Clausnitzer, Dawn	85.00		
202049	11/26/2025	Clausnitzer, John	0	11/14/25	MASH GIRLS BASKETBALL TABLE WORKER	55.00	10 E 400 310 162000 956	11/26/2025
					Totals for Clausnitzer, John	55.00		
202050	11/26/2025	Kelley, Bryce	0	11/14/25	MASH GIRLS BASKETBALL TABLE WORKER	55.00	10 E 400 310 162000 956	11/26/2025
					Totals for Kelley, Bryce	55.00		
202051	11/26/2025	Kelley, Rhonda	0	10/21-11/18/25	MASH VOLLEYBALL/GIRLS BASKETBALL TICKET TAKER	30.00	10 E 400 310 162000 951	11/26/2025
202051	11/26/2025	Kelley, Rhonda	0	10/21-11/18/25	MASH VOLLEYBALL/GIRLS BASKETBALL TICKET TAKER	30.00	10 E 400 310 162000 956	11/26/2025
					Totals for Kelley, Rhonda	60.00		
202052	11/26/2025	Lange, Johnathon	0	10/30-11/17/25	MAMS BOYS BASKETBALL TABLE WORKER	105.00	80 E 200 310 393000 957	11/26/2025
					Totals for Lange, Johnathon	105.00		
202053	11/26/2025	Miller, Deanna	0	11/1-11/20/25	MASH BOYS SOCCER/MASH GIRLS BB TICKET TAKER	30.00	10 E 400 310 162000 952	11/26/2025
202053	11/26/2025	Miller, Deanna	0	11/1-11/20/25	MASH BOYS SOCCER/MASH GIRLS BB TICKET TAKER	30.00	10 E 400 310 162000 956	11/26/2025
202053	11/26/2025	Miller, Deanna	0	9/30/25	MASH VOLLEYBALL TICKET TAKER	30.00	10 E 400 310 162000 951	11/26/2025
					Totals for Miller, Deanna	90.00		
202054	11/26/2025	Rappe, Kari	0	11/20/25	MASH BOYS HOCKEY TABLE WORKER	30.00	10 E 400 310 162000 961	11/26/2025
					Totals for Rappe, Kari	30.00		
202055	11/26/2025	Black River Transport	0	81460	SCHOOL FOREST PORTABLE SERVICES	35.00	10 E 800 328 255400 000	11/26/2025
202055	11/26/2025	Black River Transport	0	81466	MASH NEW HOUSE BUILD PORTABLE SERVICES	120.00	10 E 800 328 255400 000	11/26/2025
202055	11/26/2025	Black River Transport	0	81474	MASH TRACK PORTABLE SERVICES	120.00	10 E 800 328 255400 000	11/26/2025

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
202055	11/26/2025	Black River Transport	0	81510	MASH BASEBALL FIELD PORTABLE SERVICES	120.00	10 E 800 328 255400 000	11/26/2025
202055	11/26/2025	Black River Transport	0	81512	MAES SOCCER FIELD PORTABLE SERVICES	120.00	10 E 800 328 255400 000	11/26/2025
					Totals for Black River Transport	515.00		
202056	11/26/2025	Blazer Works	0	21303240	RVA SPED CONSULTANT	1,219.07	27 E 600 360 158700 019	11/26/2025
202056	11/26/2025	Blazer Works	0	21303442	RVA SPED CONSULTANT	50.60	27 E 600 360 158700 019	11/26/2025
					Totals for Blazer Works	1,269.67		
202057	11/26/2025	CESA #9	0	000021096	MASH WI VIRTUAL SCHOOL ENROLLMENTS	290.00	10 E 400 386 431000 000	11/26/2025
					Totals for CESA #9	290.00		
202058	11/26/2025	Diverse Foodworks Equipment	0	103069	MAES OVEN SERVICE	708.75	50 E 800 324 257000 000	11/26/2025
					Totals for Diverse Foodworks Equipment	708.75		
202059	11/26/2025	Heggerty	9002500208	INV-251105-0209	decodable books	1,479.52	27 E 800 470 158700 341	11/26/2025
					Totals for Heggerty	1,479.52		
202060	11/26/2025	Ingleside Hotel	0	160581	RVA TECH SUMMIT HOTEL/CONFERENCE ROOM RENTAL/CATERER	7,054.00	99 E 600 342 221300 360	11/26/2025
202060	11/26/2025	Ingleside Hotel	0	160581	RVA TECH SUMMIT HOTEL/CONFERENCE ROOM RENTAL/CATERER	7,162.20	99 E 600 328 255400 360	11/26/2025
202060	11/26/2025	Ingleside Hotel	0	160581	RVA TECH SUMMIT HOTEL/CONFERENCE ROOM RENTAL/CATERER	10,642.96	99 E 600 411 235000 360	11/26/2025
					Totals for Ingleside Hotel	24,859.16		
202061	11/26/2025	Jerry's Music Inc	0	212602279	MAMS BAND ALTO SAXOPHONE	3,760.00	21 E 200 440 240000 212	11/26/2025
					Totals for Jerry's Music Inc	3,760.00		
202062	11/26/2025	Mid-Wisconsin Beverage Inc	0	2179361	MASH WEIGHT LIFTERS VENDING	324.48	21 E 400 411 240000 494	11/26/2025
202062	11/26/2025	Mid-Wisconsin Beverage Inc	0	2179362	MASH STUDENT VENDING	361.36	21 E 400 411 120000 610	11/26/2025
					Totals for Mid-Wisconsin Beverage Inc	685.84		
202063	11/26/2025	Northway Communications Inc	4012500137	186136	Radios replacement	1,660.00	10 E 800 440 253000 000	11/26/2025
					Totals for Northway Communications Inc	1,660.00		
202064	11/26/2025	O'Reilly Automotive, Inc.	0	3844-302625	MAINT SUPPLIES	28.98	10 E 800 411 253000 000	11/26/2025
					Totals for O'Reilly Automotive, Inc.	28.98		
202065	11/26/2025	Reindl Printing Inc.	0	165095	NOVEMBER 2025 NEWSLETTER	255.00	10 E 800 411 260000 000	11/26/2025
					Totals for Reindl Printing Inc.	255.00		
202066	11/26/2025	The Sports Page	0	11/15/25	2025 BOWLING EXTRAVAGANZA	795.20	27 E 800 943 158700 341	11/26/2025
202066	11/26/2025	The Sports Page	0	11/19/25	STAFF OUTING	1,271.77	10 E 800 940 232300 000	11/26/2025
					Totals for The Sports Page	2,066.97		
202067	11/26/2025	Taylor County WI Humane Societ	0	11/24/25	9 TURKEY TROT REGISTRATIONS	225.00	10 E 800 940 232300 000	11/26/2025
					Totals for Taylor County WI Humane Socie	225.00		
202068	11/26/2025	The Reading League	9002500209	9025	decodable books UFLI, READ 180	133.44	27 E 800 470 158700 341	11/26/2025
					Totals for The Reading League	133.44		

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202069	11/26/2025	Tipping Point Consulting LLC	0	2172	RVA INSTALLMENT FOR SALES FORCE	11,061.60	99 E 600 360 295000 360	11/26/2025
					Totals for Tipping Point Consulting LLC	11,061.60		
202070	11/26/2025	Ultatel	0	3232465	MASH FAX LINE/PAGING	158.25	10 E 800 355 260000 000	11/26/2025
					Totals for Ultatel	158.25		
202071	11/26/2025	Unifide CST	4002500324	IVW000032179	Scale Re-certification	172.33	10 E 400 310 162000 959	11/26/2025
					Totals for Unifide CST	172.33		
202072	11/26/2025	Wisconsin Bus Sales	0	30006604518	BUS SEAT	858.42	27 E 800 440 256600 341	11/26/2025
					Totals for Wisconsin Bus Sales	858.42		
202073	12/01/2025	Brown, Thomas	0	12/1/25	GIRLS VARSITY HOCKEY VS BLACK RIVER FALLS	120.00	10 E 400 310 162000 960	12/01/2025
					Totals for Brown, Thomas	120.00		
202074	12/01/2025	Kloes, Nicole	0	12/1/25	GIRLS VARSITY HOCKEY VS BLACK RIVER FALLS	150.00	10 E 400 310 162000 960	12/01/2025
					Totals for Kloes, Nicole	150.00		
202075	12/01/2025	Wendorf, William	0	12/1/25	GIRLS VARSITY HOCKEY VS BLACK RIVER FALLS	120.00	10 E 400 310 162000 960	12/01/2025
					Totals for Wendorf, William	120.00		
202076	12/01/2025	Charter Communications	0	171329401111425	171329401:TV 11/15-12/14/25	30.61	80 E 800 359 230000 000	12/01/2025
202076	12/01/2025	Charter Communications	0	171334401112125	171334401: RVA 11/27-12/26/25	51.03	99 E 600 360 295000 360	12/01/2025
					Totals for Charter Communications	81.64		
202077	12/01/2025	WE Energies	0	0711951130-0000	MASH POOL/THEATER:10/17-11/17/25	1,513.52	10 E 800 331 253000 000	12/01/2025
202077	12/01/2025	WE Energies	0	0711951130-0000	DISTRICT OFFICE:10/17-11/17/25	96.44	10 E 800 331 253000 000	12/01/2025
202077	12/01/2025	WE Energies	0	0711951130-0000	MASH STORAGE/VEHICLE/OFFICE:10/17-11/17/25	122.51	10 E 800 331 253000 000	12/01/2025
202077	12/01/2025	WE Energies	0	0711951130-0000	1055 W BROADWAY:10/17-11/17/25	50.97	10 E 800 331 253000 000	12/01/2025
202077	12/01/2025	WE Energies	0	0711951130-0000	STETSONVILLE SCHOOL:10/17-11/17/25	902.56	10 E 800 331 253000 000	12/01/2025
202077	12/01/2025	WE Energies	0	0745566526-0000	711 PEPS DR NEW HOUSE BUILD: 11/5-11/17/25	4.18	10 E 800 331 253000 000	12/01/2025
					Totals for WE Energies	2,690.18		
202078	12/02/2025	Hockin, Timothy	0	12/2/25	BOYS VARSITY HOCKEY VS WAUPACA	120.00	10 E 400 310 162000 961	12/02/2025
					Totals for Hockin, Timothy	120.00		
202079	12/02/2025	Nelmark, Nathan	0	12/2/25	BOYS VARSITY HOCKEY VS WAUPACA	120.00	10 E 400 310 162000 961	12/02/2025
					Totals for Nelmark, Nathan	120.00		
202080	12/02/2025	Peloquin, Christopher	0	12/2/25	BOYS VARSITY HOCKEY VS WAUPACA	120.00	10 E 400 310 162000 961	12/02/2025
					Totals for Peloquin, Christopher	120.00		
202081	12/02/2025	Deml, Steven	0	11/12/25	RVA BOARD MILEAGE	73.60	99 E 600 342 231000 360	12/02/2025
					Totals for Deml, Steven	73.60		
202082	12/02/2025	Glodowski, Dana	0	11/12/25	RVA BOARD MILEAGE	28.98	99 E 600 342 231000 360	12/02/2025

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					Totals for Glodowski, Dana	28.98		
202083	12/02/2025	Haenel, Jessica	0	11/12/25	RVA BOARD MILEAGE	57.96	99 E 600 342 231000 360	12/02/2025
					Totals for Haenel, Jessica	57.96		
202084	12/02/2025	Hanson, Jeffrey	0	11/12/25	RVA BOARD MILEAGE	65.32	99 E 600 342 231000 360	12/02/2025
					Totals for Hanson, Jeffrey	65.32		
202085	12/02/2025	Klimmer, Lydia	0	11/12/25	RVA BOARD MILEAGE	38.64	99 E 600 342 231000 360	12/02/2025
					Totals for Klimmer, Lydia	38.64		
202086	12/02/2025	Papendorf, Nathan	0	11/12/25	RVA BOARD MILEAGE	34.04	99 E 600 342 231000 360	12/02/2025
					Totals for Papendorf, Nathan	34.04		
202087	12/02/2025	Pickarts, Brett	0	11/12/25	RVA BOARD MILEAGE	65.32	99 E 600 342 231000 360	12/02/2025
					Totals for Pickarts, Brett	65.32		
202088	12/02/2025	Wolosek, Angela	0	11/12/25	RVA BOARD MILEAGE	28.52	99 E 600 342 231000 360	12/02/2025
					Totals for Wolosek, Angela	28.52		
202089	12/02/2025	Anderson, Darrell	0	11/20/25	MASH HISTORY CLUB WREATH SALE	272.50	21 E 400 411 120000 607	12/02/2025
					Totals for Anderson, Darrell	272.50		
202090	12/02/2025	Demco	4002500267	7707125	Sticktogether puzzles for makerspace	155.39	10 E 400 411 222200 000	12/02/2025
					Totals for Demco	155.39		
202091	12/02/2025	Follett Content Solutions, LLC	4002500301	647647F	Replacement Books	87.74	10 E 400 432 222200 031	12/02/2025
					Totals for Follett Content Solutions, LL	87.74		
202092	12/02/2025	GFL Environmental	0	UE0001077086	NOVEMBER WASTE SERVICES	1,552.25	10 E 400 324 253000 000	12/02/2025
202092	12/02/2025	GFL Environmental	0	UE0001077086	NOVEMBER WASTE SERVICES	976.02	10 E 100 324 253000 000	12/02/2025
202092	12/02/2025	GFL Environmental	0	UE0001077086	NOVEMBER WASTE SERVICES	454.51	10 E 101 324 253000 000	12/02/2025
202092	12/02/2025	GFL Environmental	0	UE0001077086	NOVEMBER WASTE SERVICES	906.33	10 E 200 324 253000 000	12/02/2025
					Totals for GFL Environmental	3,889.11		
202093	12/02/2025	In Stitches & Ink LLC	0	000221	MAINT SHIRTS	397.80	10 E 400 420 253000 000	12/02/2025
202093	12/02/2025	In Stitches & Ink LLC	0	000221	MAINT SHIRTS	397.80	10 E 200 420 253000 000	12/02/2025
202093	12/02/2025	In Stitches & Ink LLC	0	000221	MAINT SHIRTS	265.20	10 E 100 420 253000 000	12/02/2025
202093	12/02/2025	In Stitches & Ink LLC	0	000221	MAINT SHIRTS	265.20	10 E 101 420 253000 000	12/02/2025
					Totals for In Stitches & Ink LLC	1,326.00		
202094	12/02/2025	McMillan Electric	0	C43066	MAMS INSTALL NEW RECEPTACLE IN BLEACHERS	522.14	10 E 200 324 254300 000	12/02/2025
					Totals for McMillan Electric	522.14		
202095	12/02/2025	NCS Pearson, Inc.	9002500207	30290123	DAYC-2 Cognitive Domain Record Forms Qty 25 (Print) 015804853	118.00	27 E 800 490 215200 347	12/02/2025
					Totals for NCS Pearson, Inc.	118.00		
202096	12/02/2025	Ozark Delight Candy Co, Inc	4002500322	34746	Ozark Sucker Fundraiser	270.00	21 E 400 411 240000 444	12/02/2025
					Totals for Ozark Delight Candy Co, Inc	270.00		
202097	12/02/2025	WI FFA	0	22355	MASH FFA 2026 HALF-TIME CONFERENCE	250.00	21 E 400 940 240000 444	12/02/2025

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					- JAN. 16-17			
202097	12/02/2025	WI FFA	0	3945	MASH FF NATIONAL FFA FALL LEADERSHIP CONFERENCE: 11/13-11/14/25	900.00	21 E 400 940 240000 444	12/02/2025
					Totals for WI FFA	1,150.00		
202098	12/04/2025	Gelhaus, Barbara	0	12/4/25	BOYS VARSITY SWIMMING VS SHAWANO	120.00	10 E 400 310 162000 958	12/04/2025
					Totals for Gelhaus, Barbara	120.00		
202099	12/04/2025	Schirger, Diane	0	12/4/25	BOYS VARSITY SWIMMING VS SHAWANO	150.00	10 E 400 310 162000 958	12/04/2025
					Totals for Schirger, Diane	150.00		
202100	12/04/2025	Wenzel, Leon	0	12/4/25	BOYS 8TH A BASKETBALL VS TOMAHAWK	35.00	80 E 200 310 393000 957	12/04/2025
202100	12/04/2025	Wenzel, Leon	0	12/4/25	BOYS 7TH A BASKETBALL VS TOMAHAWK	35.00	80 E 200 310 393000 957	12/04/2025
					Totals for Wenzel, Leon	70.00		
202101	12/04/2025	Mid-Wisconsin Beverage Inc	0	2180996	MASH STUDENT COUNCIL VENDING	81.12	21 E 400 411 120000 618	12/04/2025
202101	12/04/2025	Mid-Wisconsin Beverage Inc	0	2180997	MASH RED CAFE VENDING	292.18	21 E 400 411 240000 411	12/04/2025
202101	12/04/2025	Mid-Wisconsin Beverage Inc	0	2180998	MASH STUDENT VENDING	116.00	21 E 400 411 120000 610	12/04/2025
202101	12/04/2025	Mid-Wisconsin Beverage Inc	0	2180999	MASH MARKETING VENDING	81.12	21 E 400 411 120000 609	12/04/2025
					Totals for Mid-Wisconsin Beverage Inc	570.42		
202102	12/04/2025	University of Wisconsin La Cro	0	ECCP-RVA2264	RVA TUITION FALL 2025 - R. TAGGART	486.06	99 E 600 389 431000 360	12/04/2025
					Totals for University of Wisconsin La Cr	486.06		
202103	12/05/2025	American Welding & Gas	0	011240889	MASH MAINT ARGON	826.49	10 E 400 411 253000 000	12/05/2025
202103	12/05/2025	American Welding & Gas	4002500213	0011225889	welding gas	128.60	10 E 400 411 136000 000	12/05/2025
					Totals for American Welding & Gas	955.09		
202104	12/05/2025	Ampro Data Services	0	A88177	PSA SYSTEm/RMM PLATFORM	504.00	10 E 800 360 295000 000	12/05/2025
					Totals for Ampro Data Services	504.00		
202105	12/05/2025	ArbiterSports LLC	0	INV78116	ARBITERPAY UNLIMITED/SET UP: ANNUAL	2,610.00	10 E 400 360 162000 000	12/05/2025
					Totals for ArbiterSports LLC	2,610.00		
202106	12/05/2025	Blazer Works	0	21309662	RVA SPED CONSULTANT	942.60	27 E 600 360 158700 019	12/05/2025
202106	12/05/2025	Blazer Works	0	21309663	RVA SPED CONSULTANT	253.00	27 E 600 360 158700 019	12/05/2025
					Totals for Blazer Works	1,195.60		
202107	12/05/2025	Blue Edge Energy, LLC	0	6288	NOVEMBER NATURAL GAS	350.00	10 E 800 331 253000 000	12/05/2025
					Totals for Blue Edge Energy, LLC	350.00		
202108	12/05/2025	Bulk Bookstore	9002500224	218769	MAMS CCLC	980.25	80 E 200 411 390000 367	12/05/2025
					Totals for Bulk Bookstore	980.25		
202109	12/05/2025	Carahsoft Technology Corp.	8002500231	In2129897	Zoom License, some of the money should be paid for by SPED. I am not sure how it is coded	1,215.00	10 E 800 360 295000 000	12/05/2025
202109	12/05/2025	Carahsoft Technology Corp.	8002500231	In2129897	Zoom License, some of the money should be paid for by SPED. I am	1,215.00	27 E 800 362 223390 341	12/05/2025

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					not sure how it is coded			
					Totals for Carahsoft Technology Corp.	2,430.00		
202110	12/05/2025	Counseling Connection	0	NOVEMBER 2025	COUNSELING	1,825.00	10 E 800 310 219000 297	12/05/2025
					Totals for Counseling Connection	1,825.00		
202111	12/05/2025	Diversified Benefit Services I	0	461711	DECEMBER COBRA ADMINISTRATIVE SERVICES	228.37	10 E 800 310 252000 000	12/05/2025
202111	12/05/2025	Diversified Benefit Services I	0	461711	DECEMBER COBRA ADMINISTRATIVE SERVICES	97.88	99 E 600 310 252000 360	12/05/2025
					Totals for Diversified Benefit Services	326.25		
202112	12/05/2025	E-Therapy LLC	0	550800003601115	RVA PHYSICAL THERAPY	277.50	27 E 600 360 218200 019	12/05/2025
					Totals for E-Therapy LLC	277.50		
202113	12/05/2025	Five Star Telecom Inc	8022500106	59105	Ag Camera license - Barn	816.72	10 E 400 360 131000 000	12/05/2025
					Totals for Five Star Telecom Inc	816.72		
202114	12/05/2025	Bolster Hardware, LLC	0	26495/3	MAINT SUPPLIES	41.95	10 E 800 411 253000 000	12/05/2025
202114	12/05/2025	Bolster Hardware, LLC	0	26531/3	MASH AG SUPPLIES	39.57	10 E 400 411 131000 000	12/05/2025
202114	12/05/2025	Bolster Hardware, LLC	0	26537/3	MASH AG SUPPLIES	18.99	10 E 400 411 131000 000	12/05/2025
202114	12/05/2025	Bolster Hardware, LLC	0	26679/3	MASH AG SUPPLIES	8.99	10 E 400 411 131000 000	12/05/2025
					Totals for Bolster Hardware, LLC	109.50		
202115	12/05/2025	Frese Frame Photography	0	12/4/25	MASH DRAMA TEAM BANNER/SENIOR PICTURES	110.00	21 E 400 411 120000 605	12/05/2025
					Totals for Frese Frame Photography	110.00		
202116	12/05/2025	Handel Automotive LLC	0	71403	RVA 2022 CHEVY TAHOE OIL CHANGE AND SERVICE	70.23	99 E 600 324 254500 360	12/05/2025
202116	12/05/2025	Handel Automotive LLC	0	71411	RVA 2014 FORD EDGE OIL CHANGE AND SERVICE	51.95	99 E 600 324 254500 360	12/05/2025
202116	12/05/2025	Handel Automotive LLC	0	71518	RVA 2020 CHEVY SUBURBAN OIL CHANGE AND SERVICE	91.36	99 E 600 324 254500 360	12/05/2025
					Totals for Handel Automotive LLC	213.54		
202117	12/05/2025	Heid Music	2002500119	4044626	Instrument Supplies	100.98	10 E 200 411 125500 000	12/05/2025
202117	12/05/2025	Heid Music	2002500119	4048204	Instrument Supplies	25.90	10 E 200 411 125500 000	12/05/2025
202117	12/05/2025	Heid Music	2002500119	4048207	Instrument Supplies	145.99	10 E 200 411 125500 000	12/05/2025
202117	12/05/2025	Heid Music	2002500119	4048211	Instrument Supplies	119.99	10 E 200 411 125500 000	12/05/2025
202117	12/05/2025	Heid Music	2002500119	4048299	Instrument Supplies	74.00	10 E 200 411 125500 000	12/05/2025
202117	12/05/2025	Heid Music	4002500135	4048320	General Music Supplies from Heid Music (Drum Sticks, Reeds, Mouthpieces, etc.)	68.97	10 E 400 411 125500 000	12/05/2025
202117	12/05/2025	Heid Music	4002500138	4048324	Replace School Instruments, Heid Music	78.99	10 E 400 440 125500 000	12/05/2025
					Totals for Heid Music	614.82		

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202118	12/05/2025	Hillyard Inc.	0	605997867	SES VACUUM	756.49	10 E 101 440 253000 000	12/05/2025
202118	12/05/2025	Hillyard Inc.	0	606000395	MAMS VACUUM SERVICE	756.49	10 E 200 440 253000 000	12/05/2025
202118	12/05/2025	Hillyard Inc.	0	700689760	SES VACUUM SERVICE	209.20	10 E 101 324 254490 000	12/05/2025
202118	12/05/2025	Hillyard Inc.	0	700690716	SES VACUUM SERVICE	240.70	10 E 101 324 254490 000	12/05/2025
202118	12/05/2025	Hillyard Inc.	4012500109	606005377	2025-2026 Custodial Supplies	1,120.61	10 E 400 411 253000 000	12/05/2025
202118	12/05/2025	Hillyard Inc.	4012500109	606011361	2025-2026 Custodial Supplies	43.55	10 E 400 411 253000 000	12/05/2025
					Totals for Hillyard Inc.	3,127.04		
202119	12/05/2025	Instructure, Inc.	0	INV656287	RVA K12 RECORDS SERVICES	2,318.22	99 E 600 360 213000 360	12/05/2025
					Totals for Instructure, Inc.	2,318.22		
202120	12/05/2025	JW Pepper & Sons, Inc.	2002500129	367994439	music	93.91	10 E 200 411 125400 000	12/05/2025
202120	12/05/2025	JW Pepper & Sons, Inc.	2002500129	368005583	music	152.78	10 E 200 411 125400 000	12/05/2025
202120	12/05/2025	JW Pepper & Sons, Inc.	4002500121	367981541	Music for Concert Choir, Raider Choir, Men's Choir, Take Note, Show Choir	163.14	10 E 400 411 125400 000	12/05/2025
202120	12/05/2025	JW Pepper & Sons, Inc.	4002500121	368005305	Music for Concert Choir, Raider Choir, Men's Choir, Take Note, Show Choir	159.94	10 E 400 411 125400 000	12/05/2025
202120	12/05/2025	JW Pepper & Sons, Inc.	4002500121	368033860	Music for Concert Choir, Raider Choir, Men's Choir, Take Note, Show Choir	12.80	10 E 400 411 125400 000	12/05/2025
202120	12/05/2025	JW Pepper & Sons, Inc.	4002500129	368022578	Sheet Music (JW Pepper)	257.99	10 E 400 411 125500 000	12/05/2025
					Totals for JW Pepper & Sons, Inc.	840.56		
202121	12/05/2025	Laminator.com	9002500204	388919	SPED lamination pouches	188.64	27 E 800 411 158700 341	12/05/2025
					Totals for Laminator.com	188.64		
202122	12/05/2025	Laprea Education, Inc	9002500211	INV-1663	decodables for UFLI	1,700.40	27 E 800 470 158700 341	12/05/2025
					Totals for Laprea Education, Inc	1,700.40		
202123	12/05/2025	Logic of English	6002500102	SI-270478	SPED Curriculum - Open PO	29.99	27 E 600 470 158700 019	12/05/2025
					Totals for Logic of English	29.99		
202124	12/05/2025	Marshfield Book & Stationery	4002500284	367801	Stacking Chairs - Bid per Keith	6,462.00	10 E 400 440 240000 000	12/05/2025
					Totals for Marshfield Book & Stationery	6,462.00		
202125	12/05/2025	Medford Motors Inc	0	73215	VAN #4 OIL CHANGE AND SERVICE	69.45	10 E 800 324 254500 000	12/05/2025
202125	12/05/2025	Medford Motors Inc	0	73318	VAN #13 OIL CHANGE AND TIRES - TAX EXEMPT	998.95	27 E 800 324 256600 341	12/05/2025
					Totals for Medford Motors Inc	1,068.40		
202126	12/05/2025	Nassco Inc	2012500110	6629205	2025-2026 Nassco Custodial Supplies	503.65	10 E 200 411 253000 000	12/05/2025
202126	12/05/2025	Nassco Inc	4012500110	6629204	2025-2026 Nassco Custodial Supplies	503.65	10 E 400 411 253000 000	12/05/2025
					Totals for Nassco Inc	1,007.30		

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202127	12/05/2025	New Documents & Labels, Inc.	8002500178	20251543	AP Checks	822.81	10 E 800 411 252000 000	12/05/2025
202127	12/05/2025	New Documents & Labels, Inc.	8002500178	20251543	AP Checks	822.81	99 E 600 411 235000 360	12/05/2025
					Totals for New Documents & Labels, Inc.	1,645.62		
202128	12/05/2025	OptiMa	3002500158	INV/25/11/00246	Dry Erase Tables	1,126.30	21 E 100 411 240000 040	12/05/2025
					Totals for OptiMa	1,126.30		
202129	12/05/2025	Pro-Ed	9002500220	3111628	PDMS-3 Scoring	136.00	27 E 800 490 218100 341	12/05/2025
					Totals for Pro-Ed	136.00		
202130	12/05/2025	Scholastic Inc	0	M7674850	SES STORYWORKS MAGIZINES	481.26	10 E 101 411 110000 000	12/05/2025
					Totals for Scholastic Inc	481.26		
202131	12/05/2025	St Croix Valley Distributing L	0	258486640	MASH MARKETING POPCORN	580.00	21 E 400 411 120000 609	12/05/2025
					Totals for St Croix Valley Distributing	580.00		
202132	12/05/2025	Valley Fudge & Candy	0	WOO13412	FFA FUNDRAISER	2,189.75	21 E 400 411 240000 444	12/05/2025
					Totals for Valley Fudge & Candy	2,189.75		
202133	12/05/2025	Vari Sales Corporation	4002500326	91346118	VariDesk ProPlus	319.20	10 E 400 440 122000 000	12/05/2025
					Totals for Vari Sales Corporation	319.20		
202134	12/05/2025	WanRack LLC	0	WR6885	DATA LINES:DECEMEBER	442.50	10 E 800 360 295000 000	12/05/2025
					Totals for WanRack LLC	442.50		
202135	12/05/2025	Ward's Natural Science Est Llc	4002500317	8820386498	AP Biology Consumable	36.45	10 E 400 411 126000 000	12/05/2025
					Totals for Ward's Natural Science Est Ll	36.45		
202136	12/05/2025	Biever, Michael JR	0	12/6/25	GIRLS VARSITY HOCKEY VS SUN PRAIRIE WEST	150.00	10 E 400 310 162000 960	12/05/2025
					Totals for Biever, Michael JR	150.00		
202137	12/05/2025	Brzezinski, Elina	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/05/2025
					Totals for Brzezinski, Elina	255.00		
202138	12/05/2025	Conlon, Linda	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/05/2025
					Totals for Conlon, Linda	255.00		
202139	12/05/2025	Hartjes, Emily	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/05/2025
					Totals for Hartjes, Emily	255.00		
202140	12/05/2025	Kasowicz, Rebecca	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/05/2025
					Totals for Kasowicz, Rebecca	255.00		
202140	12/12/2025	Kasowicz, Rebecca	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00-	10 E 400 310 162000 962	12/12/2025
					Totals for Kasowicz, Rebecca	255.00-		
202141	12/05/2025	Kronberger, Kirsten	0	12/6/25	VARSITY GYMNASTICS INVITE	225.00	10 E 400 310 162000 962	12/05/2025
					Totals for Kronberger, Kirsten	225.00		
202142	12/05/2025	Nofftz, Michaela	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/05/2025
					Totals for Nofftz, Michaela	255.00		
202143	12/05/2025	Schroder, Bryan	0	12/6/25	GIRLS VARSITY HOCKEY VS SUN PRAIRIE WEST	120.00	10 E 400 310 162000 960	12/05/2025
					Totals for Schroder, Bryan	120.00		

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202144	12/05/2025	Simanovsky, Kiera	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/05/2025
					Totals for Simanovsky, Kiera	255.00		
202145	12/05/2025	Wendorf, William	0	12/6/25	GIRLS VARSITY HOCKEY VS SUN PRAIRIE WEST	120.00	10 E 400 310 162000 960	12/05/2025
					Totals for Wendorf, William	120.00		
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	300.08	10 E 100 341 256770 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	300.08	10 E 101 341 256770 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	4,743.20	10 E 400 341 256741 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	411.09	10 E 400 341 256770 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	521.50	10 E 800 310 260000 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	102,264.84	10 E 800 341 256710 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	1,320.29	10 E 800 341 256720 000	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	101.75	27 E 101 341 256770 011	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	77.09	27 E 100 341 256770 011	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	888.47	10 E 400 341 256742 954	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	1,401.00	80 E 200 341 256790 957	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	1,490.09	27 E 800 348 256250 341	12/05/2025
202146	12/05/2025	Krug's Bus Service Inc	0	10-29-25to11-24	PUPIL TRANSPORTATION	389.01	27 E 800 341 256770 341	12/05/2025
					Totals for Krug's Bus Service Inc	114,208.49		
202147	12/05/2025	Wendel	0	639201-5	REFRENDUM PROFESSIONAL SERVICES: PHASE 5	111,570.40	49 E 800 310 255100 000	12/05/2025
					Totals for Wendel	111,570.40		
202148	12/05/2025	Bolster Hardware, LLC	0	26668/3	MASH AG DEPT SUPPLIES	19.98	10 E 400 411 131000 000	12/05/2025
					Totals for Bolster Hardware, LLC	19.98		
202149	12/05/2025	Maher Water Corporation	0	462507	SES ANNUAL INSPECTION	110.14	10 E 800 324 254300 000	12/05/2025
202149	12/05/2025	Maher Water Corporation	0	468998	MASH ANNUAL INSPECTION	110.00	10 E 800 324 254300 000	12/05/2025
					Totals for Maher Water Corporation	220.14		
202150	12/05/2025	Quill Corporation	9002500210	46482025	decodable for UFLI and READ 180	105.04	27 E 800 470 158700 341	12/05/2025
					Totals for Quill Corporation	105.04		
202151	12/05/2025	Shop Sabre CNC	4002500323	54938	plasma table	271.46	10 E 400 411 136000 000	12/05/2025
					Totals for Shop Sabre CNC	271.46		
202152	12/05/2025	Sweetwater	0	47148913	RVA SUB WHEEL BOARD	458.00	99 E 600 440 295000 360	12/05/2025
					Totals for Sweetwater	458.00		
202153	12/08/2025	Clark, Christopher	0	12/8/25	BOYS 7TH A BASKETBALL VS DC EVEREST JH	35.00	80 E 200 310 393000 957	12/08/2025
202153	12/08/2025	Clark, Christopher	0	12/8/25	BOYS 7TH B BASKETBALL VS DC EVEREST JH	35.00	80 E 200 310 393000 957	12/08/2025
					Totals for Clark, Christopher	70.00		
202154	12/08/2025	Hupf, Angela	0	12/8/25	BOYS 7TH A BASKETBALL VS DC	35.00	80 E 200 310 393000 957	12/08/2025

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					EVEREST JH			
202154	12/08/2025	Hupf, Angela	0	12/8/25	BOYS 7TH B BASKETBALL VS DC	35.00	80 E 200 310 393000 957	12/08/2025
					EVEREST JH			
					Totals for Hupf, Angela	70.00		
202155	12/08/2025	Wenzel, Leon	0	12/8/25	BOYS 8TH A BASKETBALL VS DC	35.00	80 E 200 310 393000 957	12/08/2025
					EVEREST JH			
					Totals for Wenzel, Leon	35.00		
202156	12/08/2025	Central Wisconsin Publications	0	280028	MADA	99.00	80 E 800 351 310000 735	12/08/2025
					Totals for Central Wisconsin Publication	99.00		
202157	12/08/2025	EMC Insurance Companies	0	7002864259	INSURANCE	7,134.32	10 E 800 712 270000 000	12/08/2025
202157	12/08/2025	EMC Insurance Companies	0	7002864259	INSURANCE	8,760.95	10 E 800 713 270000 000	12/08/2025
202157	12/08/2025	EMC Insurance Companies	0	7002864259	INSURANCE	208.57	10 E 800 714 270000 000	12/08/2025
202157	12/08/2025	EMC Insurance Companies	0	7002864259	INSURANCE	5,036.11	99 E 600 711 270000 360	12/08/2025
					Totals for EMC Insurance Companies	21,139.95		
202158	12/08/2025	Kwik Trip	0	12193779-122205	FUEL	115.83	10 E 800 348 253000 000	12/08/2025
					Totals for Kwik Trip	115.83		
202159	12/08/2025	Sterling Water, Inc.	0	342X13576403	RVA MEDFORD WATER	88.50	99 E 600 411 235000 360	12/08/2025
202159	12/08/2025	Sterling Water, Inc.	0	342X13584704	RVA ROTHCHILD WATER	149.00	99 E 600 411 235000 360	12/08/2025
					Totals for Sterling Water, Inc.	237.50		
202160	12/08/2025	Taylor Electric Cooperative	0	75601	SCHOOL FOREST: NOVEMBER	65.23	10 E 800 336 253000 000	12/08/2025
					Totals for Taylor Electric Cooperative	65.23		
202161	12/08/2025	Verizon Wireless	0	6129522816	582944984-00001: 10/27-11/26/25	193.57	10 E 800 355 260000 000	12/08/2025
202161	12/08/2025	Verizon Wireless	0	6129522816	582944984-00001: 10/27-11/26/25	163.53	10 E 800 355 171000 000	12/08/2025
202161	12/08/2025	Verizon Wireless	0	6129522816	582944984-00001: 10/27-11/26/25	579.32	99 E 600 355 263300 360	12/08/2025
202161	12/08/2025	Verizon Wireless	0	6129522816	582944984-00001: 10/27-11/26/25	23.36	27 E 800 355 263300 341	12/08/2025
					Totals for Verizon Wireless	959.78		
202162	12/08/2025	Village Of Stetsonville	0	504-0000-00	NOVEMBER SEWER	750.00	10 E 800 338 253000 000	12/08/2025
					Totals for Village Of Stetsonville	750.00		
202163	12/08/2025	WE Energies	0	0711951130-0000	MAMS:11/1-11/30/25	1,004.53	10 E 800 331 253000 000	12/08/2025
202163	12/08/2025	WE Energies	0	0711951130-0000	MASH BOILERS & MAES:11/1-11/30/25	1,228.03	10 E 800 331 253000 000	12/08/2025
202163	12/08/2025	WE Energies	0	0747099248-0000	MAES:11/1-11/30/25	624.88	10 E 800 331 253000 000	12/08/2025
					Totals for WE Energies	2,857.44		
202164	12/09/2025	Berdal, Jacob	0	12/9/25	BOYS VARSITY HOCKEY VS MOSINEE	120.00	10 E 400 310 162000 961	12/09/2025
					Totals for Berdal, Jacob	120.00		
202164	12/12/2025	Berdal, Jacob	0	12/9/25	BOYS VARSITY HOCKEY VS MOSINEE	120.00-	10 E 400 310 162000 961	12/12/2025
					Totals for Berdal, Jacob	120.00-		
202165	12/09/2025	Berdal, Ryan	0	12/9/25	BOYS VARSITY HOCKEY VS MOSINEE	120.00	10 E 400 310 162000 961	12/09/2025
					Totals for Berdal, Ryan	120.00		
202165	12/12/2025	Berdal, Ryan	0	12/9/25	BOYS VARSITY HOCKEY VS MOSINEE	120.00-	10 E 400 310 162000 961	12/12/2025

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					Totals for Berdal, Ryan	120.00-		
202166	12/09/2025	Decker, Mark	0	12/9/25	GIRLS VARSITY BASKETBALL VS MCDONELL CENTRAL CATHOLIC	120.00	10 E 400 310 162000 956	12/09/2025
					Totals for Decker, Mark	120.00		
202166	12/12/2025	Decker, Mark	0	12/9/25	GIRLS VARSITY BASKETBALL VS MCDONELL CENTRAL CATHOLIC	120.00-	10 E 400 310 162000 956	12/12/2025
					Totals for Decker, Mark	120.00-		
202167	12/09/2025	Derfus, Mark	0	12/9/25	GIRLS VARSITY BASKETBALL VS MCDONELL CENTRAL CATHOLIC	120.00	10 E 400 310 162000 956	12/09/2025
					Totals for Derfus, Mark	120.00		
202167	12/12/2025	Derfus, Mark	0	12/9/25	GIRLS VARSITY BASKETBALL VS MCDONELL CENTRAL CATHOLIC	120.00-	10 E 400 310 162000 956	12/12/2025
					Totals for Derfus, Mark	120.00-		
202168	12/09/2025	Gagnon, Justin	0	12/9/25	BOYS VARSITY HOCKEY VS MOSINEE	120.00	10 E 400 310 162000 961	12/09/2025
					Totals for Gagnon, Justin	120.00		
202168	12/12/2025	Gagnon, Justin	0	12/9/25	BOYS VARSITY HOCKEY VS MOSINEE	120.00-	10 E 400 310 162000 961	12/12/2025
					Totals for Gagnon, Justin	120.00-		
202169	12/09/2025	Hupf, Angela	0	12/9/25	GIRLS JV BASKETBALL VS MCDONELL CENTRAL CATHOLIC	55.00	10 E 400 310 162000 956	12/09/2025
					Totals for Hupf, Angela	55.00		
202169	12/12/2025	Hupf, Angela	0	12/9/25	GIRLS JV BASKETBALL VS MCDONELL CENTRAL CATHOLIC	55.00-	10 E 400 310 162000 956	12/12/2025
					Totals for Hupf, Angela	55.00-		
202170	12/09/2025	Klein, Michael	0	12/9/25	GIRLS VARSITY BASKETBALL VS MCDONELL CENTRAL CATHOLIC	120.00	10 E 400 310 162000 956	12/09/2025
					Totals for Klein, Michael	120.00		
202170	12/12/2025	Klein, Michael	0	12/9/25	GIRLS VARSITY BASKETBALL VS MCDONELL CENTRAL CATHOLIC	120.00-	10 E 400 310 162000 956	12/12/2025
					Totals for Klein, Michael	120.00-		
202171	12/09/2025	Wenzel, Leon	0	12/9/25	GIRLS JV BASKETBALL VS MCDONELL CENTRAL CATHOLIC	55.00	10 E 400 310 162000 956	12/09/2025
					Totals for Wenzel, Leon	55.00		
202171	12/12/2025	Wenzel, Leon	0	12/9/25	GIRLS JV BASKETBALL VS MCDONELL CENTRAL CATHOLIC	55.00-	10 E 400 310 162000 956	12/12/2025
					Totals for Wenzel, Leon	55.00-		
202183	12/10/2025	Amazon Capital Services	1002500144	13JH-7HC4-1GKW	Workroom Supplies	39.68	10 E 101 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	1002500145	1D7V-JLL9-YRRK	Classroom Supplies	99.09	10 E 101 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	1002500146	1W4H-KNTP-V41T	Workroom Supplies	24.86	10 E 101 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500202	137K-HKLY-1HFN	DO Reunification Supplies	197.47	10 E 800 411 221300 000	12/10/2025

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202183	12/10/2025	Amazon Capital Services	2002500203	1HWD-J6NN-1XXR	art class materials	25.20	10 E 200 411 121000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500206	1D39-6Q3X-Y63D	misc. consumables	79.48	10 E 200 411 136000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500208	16CR-LVYP-XKD4	Fifth grade staff requests pointers to use for teaching Wit and Wisdom slides.	83.93	10 E 205 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500209	14PL-RFCX-YHFP	Classroom Materials	70.53	10 E 200 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500210	1DWD-R99M-WTM4	PD/ Programming	9.99	10 E 200 432 222200 031	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500210	1DWD-R99M-WTM4	PD/ Programming	91.84	10 E 200 439 222200 031	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500215	1QNR-K6MK-XK6R	Ann Marie Grant-digital microscopes	932.12	21 E 200 411 126000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500216	1LDK-RJTF-T4T4	Classroom Supplies	30.99	10 E 200 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	2002500218	1FPV-DJ1C-YCQK	Student Council Order	194.22	21 E 200 411 240000 272	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500208	1V61-374K-WFQH	Classroom supplies	20.97	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500218	1P1J-W4KK-X7WN	Workroom	77.30	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500219	179D-TJT4-XR4L	Prodigy Money:Credit $13.99	1,735.21	21 E 100 411 240000 040	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500222	17VL-XXVDX-1HDX	supplies	260.58	21 E 100 411 240000 040	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500223	1MMK-X11C-WGQY	Workroom Supplies	100.89	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500226	179D-TJT4-RQX9	Student Rewards	95.69	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500227	1MMK-X11C-XNHC	PBIS Supplies	193.29	10 E 100 411 213000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500228	179D-TJT4-QVNR	Workroom Supplies	32.88	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500229	1W4H-KNTP-Y4MF	Classroom DVD Players	326.28	10 E 100 411 129300 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500230	17K3-T3XJ-YNRN	$100 for workspace Birthday coupon	99.41	10 E 800 411 232300 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500232	1DWD-R99M-YRGH	PTO Books at Home Prizes	190.84	21 E 100 411 240000 085	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500233	1LMC-49MF-1RM6	Classroom Items- PRODIGY money	38.38	21 E 100 411 240000 040	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500234	179D-TJT4-RGRW	Prodigy Money	155.25	21 E 100 411 240000 040	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500235	1LMC-49MF-1QP1	Erasers	13.29	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500237	1LVR-D3KF-VFDG	Classroom Supplies	71.98	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500238	1VPC-HHGF-WLMP	Consumables	38.90	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500239	1DWD-R99M-QXKJ	Classroom Halloween Gifts	33.98	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3002500247	1N3D-TMRJ-VNWP	Workroom Supplies	60.09	10 E 100 411 110000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3012500131	1GDH-DMX7-XD9V	faucet-kitchen	155.59	10 E 100 411 253000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	3012500132	1DF6-11FP-YMRK	Floor Mat	144.49	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	3012500134	1RWC-9VJT-1WXK	Dolly	139.99	10 E 100 411 253000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500257	1CW6-FM4G-XTDT	Raider Cafe product/supplies	137.10	21 E 400 411 240000 411	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500261	1D39-6Q3X-TP6X	MASH Art Department Budget Order	62.12	10 E 400 411 121000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500262	1P3N-14GV-WL7D	Health	60.91	10 E 400 411 214000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500263	1MMK-X11C-TX9N	MASH Math Supplies	47.22	10 E 400 411 124000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500264	1GKR-TYR6-VPXF	Classroom Supplies	60.40	10 E 400 411 131000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500265	1MHC-YQXC-VG76	Fall Musical Supplies	137.87	10 E 400 411 122600 000	12/10/2025

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202183	12/10/2025	Amazon Capital Services	4002500266	1D7V-JLL9-TQKG	MASH Math supplies	26.87	10 E 400 411 124000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500268	1LVR-D3KF-TMF6	library snacks/office supplies	24.24	10 E 400 411 240000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500268	1LVR-D3KF-TMF6	library snacks/office supplies	201.80	21 E 400 411 120000 609	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500269	1MHC-YQXC-RFXT	Tech Ed Supplies & XLT Items	211.28	10 E 400 440 136000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500271	1NGF-WQHD-1TKV	IED supplies	240.48	10 E 400 411 136000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500272	1D39-6Q3X-TWNP	Raider Cafe supplies/product	242.83	21 E 400 411 240000 411	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500273	1QND-CR3W-WPX7	student incentives	77.97	21 E 400 411 120000 610	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500276	1PDV-NP1V-YFYW	Classroom materials	160.07	10 E 405 411 129100 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500277	1DHJ-WXRL-11VX	Wood Dye and Lights	240.59	10 E 400 411 136000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500279	17K3-T3XJ-YVNP	Sci Oly Event Supplies	623.11	21 E 400 411 120000 615	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500280	1V61-374K-WWVN	Special Education	173.94	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500282	17W9-Q74M-XRF7	Bookmarks for Library	18.98	10 E 400 411 222200 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500283	113H-3PTP-XGRP	Show Choir Costume Order, Please use Show Choir Fund 21	2,099.63	21 E 400 411 120000 614	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500286	1GLR-K67K-TGNJ	electro mech	23.15	10 E 400 411 136000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500288	1R37-Q713-TMPR	Science Olympiad event supplies	37.46	21 E 400 411 120000 615	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500289	1Y6C-CW6V-XMPC	Classroom supplies	99.94	10 E 400 411 123219 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500292	1R37-Q713-W6LD	Musical supplies/props	234.83	10 E 400 411 122600 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500293	17K3-T3XJ-TRJJ	Tape for HS Math Department	49.14	10 E 400 411 124000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500294	1CW6-FM4G-VC4X	office supplies/library snacks	57.64	10 E 400 411 240000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500294	1CW6-FM4G-VC4X	office supplies/library snacks	406.56	21 E 400 411 120000 609	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500296	1VPC-HHGF-YHV6	Raider Cafe supplies	282.93	21 E 400 411 240000 411	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500297	113H-3PTP-VRTG	Health room supplies	79.91	10 E 400 411 214000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500298	17K3-T3XJ-Y4GY	fidgets for intervention classroom	55.56	21 E 400 411 120000 610	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500299	14PL-RFCX-Y996	office supplies	50.70	10 E 400 411 240000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500302	1QNR-K6MK-VHCR	Science Olympiad event supplies	47.66	21 E 400 411 120000 615	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500303	1N3D-TMRJ-XDMH	Raider Cafe product	147.94	21 E 400 411 240000 411	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500304	1QNR-K6MK-XGMX	Raider Cafe product	71.48	21 E 400 411 240000 411	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500305	1GKR-TYR6-TL74	XLT project supplies	75.43	21 E 400 411 120000 610	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500306	1MHC-YQXC-XMFH	Fish Tank Air Pump	14.99	10 E 400 411 126000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500307	1L1N-73JX-QDRF	MASH Book Study	156.00	10 E 400 411 240000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500309	1DF6-11FP-XX6L	Drama Supplies	20.98	10 E 400 411 122600 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4002500310	1K39-K1T1-TPNY	Math Department Supplies	42.49	10 E 400 411 124000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4012500130	1JQK-PKDH-WF97	Curtains - PE office, Flush valves -Stock, Door cushions - Metals shop	115.56	10 E 400 411 253000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4012500131	1GDH-DMX7-V977	Three hole punch	22.99	10 E 400 411 253000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4012500132	113H-3PTP-TJHL	Office material	60.32	10 E 400 411 253000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	4012500133	1Y6C-CW6V-W4YC	Replacement keyboard	72.98	10 E 400 411 253000 000	12/10/2025

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202183	12/10/2025	Amazon Capital Services	4012500134	1QND-CR3W-XJY9	Shop items. air fresheners, fly swater	71.69	10 E 400 411 253000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500161	1C4D-QJ9K-34DQ	Little Red Supplies	446.55	27 E 800 411 152000 347	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500183	1JQK-PKDH-W9WX	Ag Perkins Needs	931.67	10 E 800 411 131000 400	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500189	1MV9-HHG6-14YF	A/V Technology and Supplies	57.46	10 E 800 481 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500189	1MV9-HHG6-14YF	A/V Technology and Supplies	126.54	10 E 800 482 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500196	1GKR-TYR6-W9WT	Family Literacy Game and Puzzle Night MAES CCLC Program	576.00	80 E 100 411 390000 367	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500197	17W9-Q74M-WN13	A/V Tools	51.99	10 E 800 411 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500198	1GLR-K67K-V3LW	Wit and Wisdom 4th Grade Additional Titles	66.72	10 E 800 411 221200 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500199	1L1N-73JX-PYHJ	Supplies for Medford CLC upcoming activities	230.03	80 E 100 411 390000 367	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500200	1W4H-KNTP-Y7GQ	Supplies for ELL Classroom	52.68	10 E 800 411 171000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500201	1QND-CR3W-VFGQ	Office Supplies	20.46	10 E 800 411 260000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500203	1GKR-TYR6-TTY9	October Inservice Seminar Supplies	67.95	10 E 800 411 221200 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500204	1G3W-JGMX-Y11D	cable for testing purposes	64.99	10 E 800 481 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500206	1QND-CR3W-Y7DT	CLC Club supplies	321.73	80 E 200 411 390000 367	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500210	1VPC-HHGF-W761	Books for Spanish speaking students	125.82	10 E 800 411 171000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500211	1QNR-K6MK-TCC1	A/V Supplies and Technology	131.82	10 E 800 411 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500211	1QNR-K6MK-TCC1	A/V Supplies and Technology	129.99	10 E 800 482 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500214	1FXQ-3NVP-YKJN	FACS Perkins Ordering	783.06	10 E 800 411 135000 400	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500215	1W4H-KNTP-RVL4	FACS Ordering: Education Pathway	537.45	10 E 800 411 135000 400	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500216	16FP-T3GK-X7HR	FACS Perkins Ordering Food Processor	342.12	10 E 800 411 135000 400	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500218	17K3-T3XJ-W3MQ	A/V Supplies and Tools	119.95	10 E 800 411 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500220	1N3D-TMRJ-TFCF	Day of the Dead Supplies	108.24	10 E 800 411 171000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500221	1JQK-PKDH-XLXH	Office Supplies	52.16	10 E 800 411 260000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500225	1GLR-K67K-WCWX	CLC supplies for fun night	26.94	80 E 200 411 390000 367	12/10/2025
202183	12/10/2025	Amazon Capital Services	8002500227	1CW6-FM4G-V7WG	A/V Technology Supplies	205.89	10 E 800 481 295000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	8022500105	13QW-6DV4-1KYV	iphone case for M Flynn ELL phone	9.49	10 E 800 411 171000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500173	1G3W-JGMX-XKDD	Regulation tools for students	101.95	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500175	1D7V-JLL9-VH3L	Classroom Materials	527.07	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500178	1R37-Q713-Y61C	Speech materials	111.42	27 E 800 411 156600 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500180	1W4H-KNTP-T3TD	OT Oct 2025	268.40	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500181	1W4H-KNTP-TLJK	General Supplies	19.55	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500184	1K39-K1T1-TG96	cardstock	39.80	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500186	1CW6-FM4G-XPDX	Speech materials	182.25	27 E 800 411 156600 341	12/10/2025

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202183	12/10/2025	Amazon Capital Services	9002500187	1GDH-DMX7-W63H	Curriculum and Supplies for Special Education	374.22	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500188	1W4H-KNTP-WYG4	Special Education Staff Training	446.98	27 E 800 411 221300 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500189	1JQK-PKDH-VQRR	Special Education Staff Training	11.98	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500190	17VN-1VQR-31N4	School Psychological Services Training	25.47	27 E 800 411 158700 347	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500191	179R-1K6N-T1GX	Guidance & Girl Group Supplies	114.58	10 E 100 411 213000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500192	1P3N-14GV-Y4W6	Class supplies	39.08	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500192	1P3N-14GV-Y4W6	Class supplies	333.82	27 E 800 470 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500195	113H-3PTP-V9VV	Office Supplies	60.12	27 E 800 411 215200 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500197	1VPC-HHGF-XK4P	fund 21 project 236 Raise Your Voice.	42.97	21 E 200 411 240000 236	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500198	1PDQ-M9LV-Y3GX	Oct 2020-CATT materials	315.75	27 E 800 411 218100 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500200	1P3N-14GV-X6VC	Items to support students with special needs in disability programming	76.14	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500201	1DWD-R99M-QDDL	Caught You Reading items for MAMS event from Taylor County Literacy grant	253.91	10 E 800 411 219000 000	12/10/2025
202183	12/10/2025	Amazon Capital Services	9002500203	1D7V-JLL9-VQYG	Class supplies	101.13	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9012500105	1R37-Q713-X9TN	Thank you cards	39.55	27 E 800 411 158700 341	12/10/2025
202183	12/10/2025	Amazon Capital Services	9012500106	16FP-T3GK-VRQQ	Bus Driver CD's	15.97	27 E 800 411 158700 341	12/10/2025
					Totals for Amazon Capital Services	22,100.23		
202184	12/10/2025	Background Investigation Burea	0	INV-84538	BACKGROUND CHECKS: QTY 12	185.35	10 E 800 310 260000 000	12/10/2025
					Totals for Background Investigation Bure	185.35		
202185	12/10/2025	Blazer Works	0	21315248	RVA SPED CONSULTANT	354.20	27 E 600 360 158700 019	12/10/2025
202185	12/10/2025	Blazer Works	0	21315746	RVA SPED CONSULTANT	1,125.91	27 E 600 360 158700 019	12/10/2025
					Totals for Blazer Works	1,480.11		
202186	12/10/2025	Carolina Biological Supply Co	4002500328	53223301 RI	Biology Consumables	27.05	10 E 400 411 126000 000	12/10/2025
					Totals for Carolina Biological Supply Co	27.05		
202187	12/10/2025	Central Wisconsin Auto Parts	0	446960	AUTO SHOP SUPPLIES: WINDSHIELD WASH	26.94	10 E 400 411 136000 000	12/10/2025
					Totals for Central Wisconsin Auto Parts	26.94		
202188	12/10/2025	Central Wisconsin Publications	0	280023	MASH DRAMA	318.75	10 E 400 351 122600 000	12/10/2025
202188	12/10/2025	Central Wisconsin Publications	0	280029	NEWSLETTER/BOE/EDU OF THE MONTH/HOLIDAY TOY DRIVE	150.00	10 E 800 351 219000 000	12/10/2025
202188	12/10/2025	Central Wisconsin Publications	0	280029	NEWSLETTER/BOE/EDU OF THE MONTH/HOLIDAY TOY DRIVE	1,607.00	10 E 800 351 231000 000	12/10/2025
					Totals for Central Wisconsin Publication	2,075.75		

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202189	12/10/2025	Cherrybrook Orchard LLC	0	1002	APPLES FOR SES PTO HALLOWEEN PARTY	60.00	21 E 101 411 240000 150	12/10/2025
					Totals for Cherrybrook Orchard LLC	60.00		
202190	12/10/2025	Cintas	0	4250349879	SES RUGS	285.42	10 E 101 324 253000 000	12/10/2025
202190	12/10/2025	Cintas	0	4250666396	DO RUGS	91.47	10 E 800 324 253000 000	12/10/2025
					Totals for Cintas	376.89		
202191	12/10/2025	E-Therapy LLC	0	550800003601130	RVA PHYSICAL THERAPY	607.50	27 E 600 360 218200 019	12/10/2025
					Totals for E-Therapy LLC	607.50		
202192	12/10/2025	Eckroth Music	0	5922828	MAMS BAND FUNDRAISER CLARINETS	1,638.68	21 E 200 440 240000 212	12/10/2025
					Totals for Eckroth Music	1,638.68		
202193	12/10/2025	Galaxie Skate Center	0	12/4/25	RVA EVENT	210.00	99 E 600 940 165000 360	12/10/2025
					Totals for Galaxie Skate Center	210.00		
202194	12/10/2025	Howard, Luke	4002500342	12/5/25	Wrestling Skinfold	404.40	10 E 400 310 162000 959	12/10/2025
					Totals for Howard, Luke	404.40		
202195	12/10/2025	Huotari Construction Inc	3012500110	MED111925	Gym Vestibule Floor Drain	15,263.00	10 E 100 324 254300 000	12/10/2025
					Totals for Huotari Construction Inc	15,263.00		
202196	12/10/2025	Jostens Inc	4002500274	37887653	Diploma Covers	1,438.95	10 E 400 411 213000 000	12/10/2025
202196	12/10/2025	Jostens Inc	8002500205	37880168	Diplomas for Medford Adult Diploma Academy	23.25	80 E 800 411 310000 735	12/10/2025
					Totals for Jostens Inc	1,462.20		
202197	12/10/2025	JW Pepper & Sons, Inc.	2002500129	368039760	music	9.99	10 E 200 411 125400 000	12/10/2025
					Totals for JW Pepper & Sons, Inc.	9.99		
202198	12/10/2025	Learning Without Tears	9002500228	INV245723	alt keyboarding program - JB	11.00	27 E 800 360 158700 341	12/10/2025
					Totals for Learning Without Tears	11.00		
202199	12/10/2025	Lexia Learning Systems LLC	6002500123	CI-00445231	Lexia Student Subscription Renewal	920.00	99 E 600 360 110000 360	12/10/2025
					Totals for Lexia Learning Systems LLC	920.00		
202200	12/10/2025	Marathon Pest Control	0	3654	MAES PEST CONTROL	19.00	50 E 800 324 257000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	3654	MAES PEST CONTROL	19.00	10 E 100 324 253000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	67803	SES PEST CONTROL	19.00	50 E 800 324 257000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	67803	SES PEST CONTROL	19.00	10 E 101 324 253000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	67809	MAMS PEST CONTROL	19.00	50 E 800 324 257000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	67809	MAMS PEST CONTROL	19.00	10 E 200 324 253000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	67812	MASH PEST CONTROL	19.00	10 E 400 324 253000 000	12/10/2025
202200	12/10/2025	Marathon Pest Control	0	67812	MASH PEST CONTROL	19.00	50 E 800 324 257000 000	12/10/2025
					Totals for Marathon Pest Control	152.00		
202201	12/10/2025	Marshfield Book & Stationery	6002500121	367825	Furniture	13,537.40	99 E 600 440 235000 360	12/10/2025
					Totals for Marshfield Book & Stationery	13,537.40		
202202	12/10/2025	Medford Chrysler Center	0	80622	VAN #1 OIL CHANGE AND NEW TIRES	880.93	10 E 800 324 254500 000	12/10/2025
202202	12/10/2025	Medford Chrysler Center	0	80698	VAN #6 OIL CHANGE AND SERVICE	79.09	27 E 800 324 256600 341	12/10/2025
					Totals for Medford Chrysler Center	960.02		

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202203	12/10/2025	Menjivar, Francisca	0	1976	ELL SERVICES FOR NOVEMBER	552.50	10 E 800 310 171000 000	12/10/2025
					Totals for Menjivar, Francisca	552.50		
202204	12/10/2025	Mid-States Equipment Inc	0	1417993-01	MAMS SUPPLIES	258.25	10 E 200 411 253000 000	12/10/2025
					Totals for Mid-States Equipment Inc	258.25		
202205	12/10/2025	Mid-Wisconsin Beverage Inc	0	2182084	MASH STUDENT COUNCIL VENDING	60.32	21 E 400 411 120000 618	12/10/2025
202205	12/10/2025	Mid-Wisconsin Beverage Inc	0	2182085	MASH RED CAFE VENDING	319.68	21 E 400 411 240000 411	12/10/2025
202205	12/10/2025	Mid-Wisconsin Beverage Inc	0	2182086	MASH STUDENT VENDING	258.68	21 E 400 411 120000 610	12/10/2025
					Totals for Mid-Wisconsin Beverage Inc	638.68		
202206	12/10/2025	Musician's Friend	3002500153	ARINV76122904	Prodigy Tech Grant	449.00	21 E 100 411 240000 040	12/10/2025
					Totals for Musician's Friend	449.00		
202207	12/10/2025	NCS Pearson, Inc.	9002500205	30296728	AIMS Web Plus Add On	390.00	27 E 800 490 215200 347	12/10/2025
202207	12/10/2025	NCS Pearson, Inc.	9002500229	30350103	AIMS Web Plus Rapid Automatized Naming (Digital) AIMS Web Plus RAN Objects (Digital) AIMS Web Plus RAN Colors and Shapes (Digital)	390.00	27 E 800 490 215200 347	12/10/2025
					Totals for NCS Pearson, Inc.	780.00		
202208	12/10/2025	Padlet	6002500125	ANQ3AE0H-0002	Padlet for Schools Renewal - 26-27 - 10 Teachers	1,000.00	99 E 600 360 110000 360	12/10/2025
					Totals for Padlet	1,000.00		
202209	12/10/2025	Renaissance Learning, Inc.	6002500126	INV5627635	26-27 Renewal - Renaissance - STAR Suite Subscription - 650 Seats	9,245.53	99 E 600 360 110000 360	12/10/2025
					Totals for Renaissance Learning, Inc.	9,245.53		
202210	12/10/2025	Teacher Synergy LLC	2002500230	320106855	Wit and Wisdom comprehension Test Module 1	2.80	10 E 205 411 110000 000	12/10/2025
					Totals for Teacher Synergy LLC	2.80		
202211	12/10/2025	The Mint Cafe	0	08052025RVA	RVA CATERER	2,470.51	99 E 600 411 235000 360	12/10/2025
					Totals for The Mint Cafe	2,470.51		
202212	12/10/2025	Wojcik Plumbing & Heating	0	38637	MAES PLUMBING	508.98	10 E 100 324 254300 000	12/10/2025
					Totals for Wojcik Plumbing & Heating	508.98		
202213	12/11/2025	Bergman, Randall	0	12/11/25	BOYS VARSITY SWIMMING VS RHINELANDER	120.00	10 E 400 310 162000 958	12/11/2025
					Totals for Bergman, Randall	120.00		
202214	12/11/2025	Bergman, Shari	0	12/11/25	BOYS VARSITY SWIMMING VS RHINELANDER	120.00	10 E 400 310 162000 958	12/11/2025
					Totals for Bergman, Shari	120.00		
202215	12/11/2025	Kuklinski, Brock	0	12/11/25	BOYS VARSITY HOCKEY VS SHAWANO	120.00	10 E 400 310 162000 961	12/11/2025
					Totals for Kuklinski, Brock	120.00		
202216	12/11/2025	Peloquin, Christopher	0	12/11/25	BOYS VARSITY HOCKEY VS SHAWANO	150.00	10 E 400 310 162000 961	12/11/2025

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					Totals for Peloquin, Christopher	150.00		
202217	12/11/2025	Skogstad, Matt	0	12/11/25	BOYS VARSITY HOCKEY VS SHAWANO	120.00	10 E 400 310 162000 961	12/11/2025
					Totals for Skogstad, Matt	120.00		
202218	12/11/2025	Tackes, Calvin	0	12/11/25	BOYS VARSITY WRESTLING VS TOMAHAWK	160.00	10 E 400 310 162000 959	12/11/2025
					Totals for Tackes, Calvin	160.00		
202219	12/11/2025	Medford Area Public School Dis	0	12-15-25 PAYROL	PAYROLL 12-15-25	768,619.01	10 A 000 000 711100 000	12/11/2025
					Totals for Medford Area Public School Di	768,619.01		
202220	12/11/2025	WI SCTF	0	20251215ADDGA	WI SCTF-B.Wert-6063683-$73.00	73.00	10 L 000 000 811680 000	12/11/2025
					Totals for WI SCTF	73.00		
202221	12/11/2025	Kohn Law Firm S.C.	0	12/15/25 C. Ogn	Case:25SC000210-C.Wells(Ognenoff)	229.80	10 L 000 000 811680 000	12/11/2025
					Totals for Kohn Law Firm S.C.	229.80		
202222	12/12/2025	Baalke, Beth	0	12/12/25	BOYS VARSITY BASKETBALL VS LAKELAND	150.00	10 E 400 310 162000 957	12/12/2025
					Totals for Baalke, Beth	150.00		
202223	12/12/2025	Brzezinski, Adam	0	12/13/25	BOYS VARSITY BASKETBALL VS ONALASKA	120.00	10 E 400 310 162000 957	12/12/2025
					Totals for Brzezinski, Adam	120.00		
202224	12/12/2025	Christianson, Jason	0	12/12/25	BOYS JV BASKETBALL VS LAKELAND	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Christianson, Jason	55.00		
202225	12/12/2025	Christianson, Jason	0	12/13/25	BOYS JV BASKETBALL VS ONALASKA	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Christianson, Jason	55.00		
202226	12/12/2025	Fleischmann, Wayne	0	12/12/25	BOYS VARSITY BASKETBALL VS LAKELAND	120.00	10 E 400 310 162000 957	12/12/2025
					Totals for Fleischmann, Wayne	120.00		
202227	12/12/2025	Hupf, Angela	0	12/13/25	BOYS JV2 BASKETBALL VS ONALASKA	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Hupf, Angela	55.00		
202228	12/12/2025	Jackson, Sayer	0	12/13/25	BOYS VARSITY BASKETBALL VS ONALASKA	150.00	10 E 400 310 162000 957	12/12/2025
					Totals for Jackson, Sayer	150.00		
202229	12/12/2025	Knapmiller, Jacob	0	12/12/25	BOYS JV2 BASKETBALL VS LAKELAND	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Knapmiller, Jacob	55.00		
202230	12/12/2025	Knetter, Paul	0	12/12/25	BOYS VARSITY BASKETBALL VS LAKELAND	120.00	10 E 400 310 162000 957	12/12/2025
202230	12/12/2025	Knetter, Paul	0	12/12/25	BOYS JV BASKETBALL VS LAKELAND	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Knetter, Paul	175.00		
202231	12/12/2025	Knetter, Paul	0	12/13/25	BOYS JV BASKETBALL VS ONALASKA	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Knetter, Paul	55.00		
202232	12/12/2025	Kunze, Tyler	0	12/13/25	BOYS VARSITY BASKETBALL VS ONALASKA	120.00	10 E 400 310 162000 957	12/12/2025

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					Totals for Kunze, Tyler	120.00		
202233	12/12/2025	Wenzel, Leon	0	12/12/25	BOYS JV2 BASKETBALL VS LAKELAND	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Wenzel, Leon	55.00		
202234	12/12/2025	Wenzel, Leon	0	12/13/25	BOYS JV2 BASKETBALL VS ONALASKA	55.00	10 E 400 310 162000 957	12/12/2025
					Totals for Wenzel, Leon	55.00		
202235	12/12/2025	Antigo High School	0	12/5/25	MASH GIRLS WRESTLING FEE	125.00	10 E 400 940 162000 959	12/12/2025
					Totals for Antigo High School	125.00		
202236	12/12/2025	Eau Claire North High School	0	12/13/25	MASH JV WRESTLING FEE	275.00	10 E 400 940 162000 959	12/12/2025
					Totals for Eau Claire North High School	275.00		
202237	12/12/2025	Eau Claire Memorial	0	12/12/25	MASH GIRLS WRESTLING FEE	60.00	10 E 400 940 162000 959	12/12/2025
					Totals for Eau Claire Memorial	60.00		
202238	12/12/2025	Holmen High School	0	12/29/25	MASH BOYS/GIRLS WRESTLING FEE	700.00	10 E 400 940 162000 959	12/12/2025
					Totals for Holmen High School	700.00		
202239	12/12/2025	Menomonie High School	0	11/25/25	MASH BOYS SWIM FEE	160.00	10 E 400 940 162000 958	12/12/2025
					Totals for Menomonie High School	160.00		
202240	12/12/2025	Rhinelander School District	0	12/13/25	MASH GYMNASTICS FEE	250.00	10 E 400 940 162000 962	12/12/2025
					Totals for Rhinelander School District	250.00		
202241	12/12/2025	Rhinelander School District	0	12/13/25	MASH BOYS SWIM FEE	175.00	10 E 400 940 162000 958	12/12/2025
					Totals for Rhinelander School District	175.00		
202242	12/12/2025	Baca, Unique	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,250.00	99 E 600 310 165000 360	12/12/2025
					Totals for Baca, Unique	1,250.00		
202243	12/12/2025	Denzine, Roxanne	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,125.00	99 E 600 310 165000 360	12/12/2025
					Totals for Denzine, Roxanne	1,125.00		
202244	12/12/2025	Gartner, Mikella	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,125.00	99 E 600 310 165000 360	12/12/2025
					Totals for Gartner, Mikella	1,125.00		
202245	12/12/2025	Khan, Zainab	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,250.00	99 E 600 310 165000 360	12/12/2025
					Totals for Khan, Zainab	1,250.00		
202246	12/12/2025	Leader, Amber	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	2,250.00	99 E 600 310 165000 360	12/12/2025
					Totals for Leader, Amber	2,250.00		
202247	12/12/2025	Lutzow, Cortney	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,125.00	99 E 600 310 165000 360	12/12/2025
					Totals for Lutzow, Cortney	1,125.00		
202248	12/12/2025	MacDonald, Pamela	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	2,375.00	99 E 600 310 165000 360	12/12/2025

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					Totals for MacDonald, Pamela	2,375.00		
202249	12/12/2025	Miller, Melanie	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,125.00	99 E 600 310 165000 360	12/12/2025
					Totals for Miller, Melanie	1,125.00		
202250	12/12/2025	Prodzinski, Kelli	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	1,250.00	99 E 600 310 165000 360	12/12/2025
					Totals for Prodzinski, Kelli	1,250.00		
202251	12/12/2025	Starr, Joy	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	2,750.00	99 E 600 310 165000 360	12/12/2025
					Totals for Starr, Joy	2,750.00		
202252	12/12/2025	Wolosek, Angela	0	DEC 2025	RVA REGIONAL EVENT COORDINATOR PAYMENT 1	675.00	99 E 600 310 165000 360	12/12/2025
					Totals for Wolosek, Angela	675.00		
202253	12/15/2025	Eckroth Music	0	5926882	MAMS BAND PICCOLO	2,033.34	21 E 200 440 240000 212	12/15/2025
					Totals for Eckroth Music	2,033.34		
202254	12/15/2025	Frese Frame Photography	0	12/8/25	MASH CHOIR PHOTOS	250.00	21 E 400 411 120000 614	12/15/2025
					Totals for Frese Frame Photography	250.00		
202255	12/15/2025	Jerry's Music Inc	0	209770311	MASH BAND SUPPLIES	40.98	10 E 400 411 125500 000	12/15/2025
					Totals for Jerry's Music Inc	40.98		
202256	12/15/2025	Library Skills Inc	1002500151	36198	library signage	1,128.60	10 E 101 439 222200 031	12/15/2025
					Totals for Library Skills Inc	1,128.60		
202257	12/15/2025	Medford Area Chamber Of Commer	0	12/11/25	ADMIN XMAS GIFT CERTIFICATES 12 X $20 = $240	240.00	10 E 800 411 232000 000	12/15/2025
					Totals for Medford Area Chamber Of Comme	240.00		
202258	12/15/2025	Medford Motors Inc	0	73518	INSTALL PLOW ON NEW TRUCK	2,849.36	10 E 800 324 254500 000	12/15/2025
					Totals for Medford Motors Inc	2,849.36		
202259	12/15/2025	New London High School	0	12/15/25	MASH CHOIR REGISTRATION FEE - SINGSTOCK FEST	350.00	10 E 400 940 125400 000	12/15/2025
					Totals for New London High School	350.00		
202260	12/15/2025	Olszewski, Mary	0	12/6/25	VARSITY GYMNASTICS INVITE	255.00	10 E 400 310 162000 962	12/15/2025
					Totals for Olszewski, Mary	255.00		
202261	12/15/2025	Pinters Packing Plant Inc	0	044960	FFA SNACK STICKS	230.00	21 E 400 411 240000 444	12/15/2025
					Totals for Pinters Packing Plant Inc	230.00		
202262	12/15/2025	Rogers Cinema	0	212052025	RVA EVENT	768.00	99 E 600 940 165000 360	12/15/2025
					Totals for Rogers Cinema	768.00		
202263	12/15/2025	WI FFA	0	22668	MASH FFA 25-26 INITIAL MEMBERSHIPS	1,312.50	21 E 400 940 240000 444	12/15/2025
					Totals for WI FFA	1,312.50		
202264	12/15/2025	WI HOSA	0	99726047	MASH FEE - 2026 WI REGIONAL LEADERSHIP COMPETITIONS	315.00	21 E 400 940 120000 413	12/15/2025

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					Totals for WI HOSA	315.00		
202265	12/15/2025	Miron Construction Co.	0	250660-0005	MASH UTILITY UPGRADES REFRENDUM: PAYMENT 5	1,325.49	49 E 400 327 255100 000	12/15/2025
202265	12/15/2025	Miron Construction Co.	0	250690-0002	MASH TECH ED/CLASSROOM ADDITION REFREENDUM: PAYMENT 2	952,525.53	49 E 400 327 255100 000	12/15/2025
					Totals for Miron Construction Co.	953,851.02		
202266	12/15/2025	Dittrich, Isaac	0	12/4/25	MASH BOYS SWIM TIMER	25.00	10 E 400 310 162000 958	12/15/2025
					Totals for Dittrich, Isaac	25.00		
202267	12/15/2025	Hamland, Janelle	0	12/4/25	MASH BOYS SWIM COMPUTER WORKER	30.00	10 E 400 310 162000 958	12/15/2025
					Totals for Hamland, Janelle	30.00		
202268	12/15/2025	Hamland, Mylah	0	12/4/25	MASH BOYS SWIM TIMER	15.00	10 E 400 310 162000 958	12/15/2025
					Totals for Hamland, Mylah	15.00		
202269	12/15/2025	Lange, Johnathon	0	11/24/25	MAMS BOYS BASKETBALL TABLE WORKER	35.00	80 E 200 310 393000 957	12/15/2025
					Totals for Lange, Johnathon	35.00		
202270	12/15/2025	Mann, Todd	0	11/25/25	MASH BOYS BASKETBALL TABLE WORKER	25.00	10 E 400 310 162000 957	12/15/2025
					Totals for Mann, Todd	25.00		
202271	12/15/2025	Pilgrim, Madisyn	0	11/25/25	MASH BOYS BASKETBALL TABLE WORKER	20.00	10 E 400 310 162000 957	12/15/2025
					Totals for Pilgrim, Madisyn	20.00		
202272	12/15/2025	Travis, Kari	0	12/4/25	MASH BOYS SWIM TIMER	30.00	10 E 400 310 162000 958	12/15/2025
					Totals for Travis, Kari	30.00		
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWRS	WRS	5,393.30	10 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWRS	WRS	4,830.14	27 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWRS	WRS	254.32	50 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWRS	WRS	598.19	80 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWRS	WRS	1,285.26	99 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWTRS	WTRS	26,931.02	10 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWTRS	WTRS	11,877.02	27 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWTRS	WTRS	1,096.53	80 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015ADDWTRS	WTRS	18,097.95	99 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWRS	WRS	5,393.30	10 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWRS	WRS	4,830.14	27 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWRS	WRS	254.32	50 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWRS	WRS	598.19	80 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWRS	WRS	1,285.26	99 L 000 000 811622 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWTRS	WTRS	26,931.02	10 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWTRS	WTRS	11,877.02	27 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWTRS	WTRS	1,096.53	80 L 000 000 811621 000	11/28/2025
202500112	11/28/2025	Wisconsin Retirement System	0	20251015AFFWTRS	WTRS	18,097.95	99 L 000 000 811621 000	11/28/2025
					Totals for Wisconsin Retirement System	140,727.46		

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202500113	11/03/2025	American Funds Service Company	0	20251015ADDAF	American Funds	1,061.25	10 L 000 000 811670 000	11/28/2025
202500113	11/03/2025	American Funds Service Company	0	20251015ADDAF	American Funds	86.25	99 L 000 000 811670 000	11/28/2025
					Totals for American Funds Service Compan	1,147.50		
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWRS	WRS	5,425.43	10 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWRS	WRS	4,181.51	27 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWRS	WRS	228.10	50 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWRS	WRS	448.57	80 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWRS	WRS	1,396.17	99 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWTRS	WTRS	27,567.07	10 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWTRS	WTRS	11,941.91	27 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWTRS	WTRS	566.73	80 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031ADDWTRS	WTRS	18,395.64	99 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWRS	WRS	5,425.43	10 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWRS	WRS	4,181.51	27 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWRS	WRS	228.10	50 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWRS	WRS	448.57	80 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWRS	WRS	1,396.17	99 L 000 000 811622 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWTRS	WTRS	27,566.24	10 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWTRS	WTRS	11,941.91	27 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWTRS	WTRS	566.73	80 L 000 000 811621 000	11/28/2025
202500120	11/28/2025	Wisconsin Retirement System	0	20251031AFFWTRS	WTRS	18,395.64	99 L 000 000 811621 000	11/28/2025
					Totals for Wisconsin Retirement System	140,301.43		
202500121	11/03/2025	American Funds Service Company	0	20251031ADDAF	American Funds	1,061.25	10 L 000 000 811670 000	11/28/2025
202500121	11/03/2025	American Funds Service Company	0	20251031ADDAF	American Funds	86.25	99 L 000 000 811670 000	11/28/2025
					Totals for American Funds Service Compan	1,147.50		
202500132	11/28/2025	American Funds Service Company	0	20251114ADDAF	American Funds	1,061.25	10 L 000 000 811670 000	11/28/2025
202500132	11/28/2025	American Funds Service Company	0	20251114ADDAF	American Funds	86.25	99 L 000 000 811670 000	11/28/2025
					Totals for American Funds Service Compan	1,147.50		
202500133	11/28/2025	Wells Fargo Bank, NA	0	20251114ADDAW	WI Deferred Comp	47.00	10 L 000 000 811670 000	11/28/2025
202500133	11/28/2025	Wells Fargo Bank, NA	0	20251114ADDAW	WI Deferred Comp	75.00	27 L 000 000 811670 000	11/28/2025
202500133	11/28/2025	Wells Fargo Bank, NA	0	20251114ADDAW	WI Deferred Comp	3.00	99 L 000 000 811670 000	11/28/2025
202500133	11/28/2025	Wells Fargo Bank, NA	0	20251114ADDAWR	WI DEF COMPROTH	220.00	10 L 000 000 811670 000	11/28/2025
202500133	11/28/2025	Wells Fargo Bank, NA	0	20251114ADDAWR	WI DEF COMPROTH	30.00	99 L 000 000 811670 000	11/28/2025
					Totals for Wells Fargo Bank, NA	375.00		
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSA	WI STATE TAXES	332.25	10 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSA	WI STATE TAXES	70.00	27 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSA	WI STATE TAXES	38.00	50 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSA	WI STATE TAXES	353.75	99 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSW	WI STATE TAXES	18,282.95	10 L 000 000 811613 000	11/28/2025

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202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSW	WI STATE TAXES	8,317.87	27 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSW	WI STATE TAXES	144.31	50 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSW	WI STATE TAXES	516.98	80 L 000 000 811613 000	11/28/2025
202500134	11/14/2025	Wisconsin Department Of Revenu	0	20251114ADDSW	WI STATE TAXES	10,237.69	99 L 000 000 811613 000	11/28/2025
					Totals for Wisconsin Department Of Reven	38,293.80		
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFA	IRS TAXES	1,829.24	10 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFA	IRS TAXES	676.72	27 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFA	IRS TAXES	120.00	50 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFA	IRS TAXES	2.28	80 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFA	IRS TAXES	3,212.52	99 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFW	IRS TAXES	31,732.98	10 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFW	IRS TAXES	12,939.03	27 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFW	IRS TAXES	337.40	50 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFW	IRS TAXES	677.44	80 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDFW	IRS TAXES	15,933.23	99 L 000 000 811612 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDMS	IRS TAXES	7,198.95	10 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDMS	IRS TAXES	3,494.63	27 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDMS	IRS TAXES	62.48	50 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDMS	IRS TAXES	299.36	80 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDMS	IRS TAXES	3,910.26	99 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDSS	IRS	30,781.32	10 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDSS	IRS	14,942.43	27 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDSS	IRS	267.17	50 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDSS	IRS	1,280.12	80 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114ADDSS	IRS	16,719.45	99 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFMS	IRS TAXES	7,198.95	10 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFMS	IRS TAXES	3,494.63	27 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFMS	IRS TAXES	62.48	50 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFMS	IRS TAXES	299.36	80 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFMS	IRS TAXES	3,910.26	99 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFSS	IRS TAXES	30,781.32	10 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFSS	IRS TAXES	14,942.43	27 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFSS	IRS TAXES	267.17	50 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFSS	IRS TAXES	1,280.12	80 L 000 000 811611 000	11/28/2025
202500135	11/14/2025	Internal Revenue Service	0	20251114AFFSS	IRS TAXES	16,719.45	99 L 000 000 811611 000	11/28/2025
					Totals for Internal Revenue Service	225,373.18		
202500136	11/14/2025	Wageworks	0	20251114ADDCF	Wage Works	270.83	10 L 000 000 811691 000	11/28/2025
202500136	11/14/2025	Wageworks	0	20251114ADDCF	Wage Works	763.14	27 L 000 000 811691 000	11/28/2025
202500136	11/14/2025	Wageworks	0	20251114ADDCF	Wage Works	812.49	99 L 000 000 811691 000	11/28/2025

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
202500136	11/14/2025	Wageworks	0	20251114ADDMF	Wageworks	38.89	10 L 000 000 811691 000	11/28/2025
					Totals for Wageworks	1,885.35		
202500137	11/14/2025	Mass Mutual	0	20251114ADDAH	Mass Mutual	150.00	99 L 000 000 811670 000	11/28/2025
202500137	11/14/2025	Mass Mutual	0	20251114ADDAHRO	Mass Mutual	375.00	10 L 000 000 811670 000	11/28/2025
202500137	11/14/2025	Mass Mutual	0	20251114ADDAHRO	Mass Mutual	270.00	27 L 000 000 811670 000	11/28/2025
202500137	11/14/2025	Mass Mutual	0	20251114ADDAHRO	Mass Mutual	300.00	99 L 000 000 811670 000	11/28/2025
					Totals for Mass Mutual	1,095.00		
202500138	11/28/2025	WEA TSA TRUST	0	20251114ADDA9	WEA MEMBER BENEFITS	2,658.00	10 L 000 000 811670 000	11/28/2025
202500138	11/28/2025	WEA TSA TRUST	0	20251114ADDA9	WEA MEMBER BENEFITS	900.00	27 L 000 000 811670 000	11/28/2025
202500138	11/28/2025	WEA TSA TRUST	0	20251114ADDA9	WEA MEMBER BENEFITS	1,147.00	99 L 000 000 811670 000	11/28/2025
202500138	11/28/2025	WEA TSA TRUST	0	20251114ADDA9RO	WEA ROTH TSA	1,159.25	10 L 000 000 811670 000	11/28/2025
202500138	11/28/2025	WEA TSA TRUST	0	20251114ADDA9RO	WEA ROTH TSA	75.00	27 L 000 000 811670 000	11/28/2025
202500138	11/28/2025	WEA TSA TRUST	0	20251114ADDA9RO	WEA ROTH TSA	1,043.75	99 L 000 000 811670 000	11/28/2025
					Totals for WEA TSA TRUST	6,983.00		
202500141	11/28/2025	American Funds Service Company	0	20251128ADDAF	American Funds	1,061.25	10 L 000 000 811670 000	11/28/2025
202500141	11/28/2025	American Funds Service Company	0	20251128ADDAF	American Funds	86.25	99 L 000 000 811670 000	11/28/2025
					Totals for American Funds Service Compan	1,147.50		
202500142	11/28/2025	Wells Fargo Bank, NA	0	20251128ADDAW	WI Deferred Comp	47.00	10 L 000 000 811670 000	11/28/2025
202500142	11/28/2025	Wells Fargo Bank, NA	0	20251128ADDAW	WI Deferred Comp	75.00	27 L 000 000 811670 000	11/28/2025
202500142	11/28/2025	Wells Fargo Bank, NA	0	20251128ADDAW	WI Deferred Comp	3.00	99 L 000 000 811670 000	11/28/2025
202500142	11/28/2025	Wells Fargo Bank, NA	0	20251128ADDAWR	WI DEF COMPROTH	220.00	10 L 000 000 811670 000	11/28/2025
202500142	11/28/2025	Wells Fargo Bank, NA	0	20251128ADDAWR	WI DEF COMPROTH	30.00	99 L 000 000 811670 000	11/28/2025
					Totals for Wells Fargo Bank, NA	375.00		
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSA	WI STATE TAXES	332.25	10 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSA	WI STATE TAXES	70.00	27 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSA	WI STATE TAXES	38.00	50 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSA	WI STATE TAXES	353.75	99 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSW	WI STATE TAXES	17,216.59	10 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSW	WI STATE TAXES	8,039.16	27 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSW	WI STATE TAXES	132.24	50 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSW	WI STATE TAXES	643.96	80 L 000 000 811613 000	11/28/2025
202500143	11/28/2025	Wisconsin Department Of Revenu	0	20251128ADDSW	WI STATE TAXES	10,074.32	99 L 000 000 811613 000	11/28/2025
					Totals for Wisconsin Department Of Reven	36,900.27		
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFA	IRS TAXES	1,804.24	10 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFA	IRS TAXES	677.24	27 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFA	IRS TAXES	120.00	50 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFA	IRS TAXES	1.76	80 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFA	IRS TAXES	3,212.52	99 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFW	IRS TAXES	29,423.04	10 L 000 000 811612 000	11/28/2025

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFW	IRS TAXES	12,541.49	27 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFW	IRS TAXES	319.83	50 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFW	IRS TAXES	971.70	80 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDFW	IRS TAXES	15,758.42	99 L 000 000 811612 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDMS	IRS TAXES	6,795.98	10 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDMS	IRS TAXES	3,399.58	27 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDMS	IRS TAXES	65.74	50 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDMS	IRS TAXES	370.74	80 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDMS	IRS TAXES	3,858.57	99 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDSS	IRS	29,058.61	10 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDSS	IRS	14,535.86	27 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDSS	IRS	281.09	50 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDSS	IRS	1,585.33	80 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128ADDSS	IRS	16,498.46	99 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFMS	IRS TAXES	6,795.98	10 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFMS	IRS TAXES	3,399.58	27 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFMS	IRS TAXES	65.74	50 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFMS	IRS TAXES	370.74	80 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFMS	IRS TAXES	3,858.57	99 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFSS	IRS TAXES	29,058.61	10 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFSS	IRS TAXES	14,535.86	27 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFSS	IRS TAXES	281.09	50 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFSS	IRS TAXES	1,585.33	80 L 000 000 811611 000	11/28/2025
202500144	11/28/2025	Internal Revenue Service	0	20251128AFFSS	IRS TAXES	16,498.46	99 L 000 000 811611 000	11/28/2025
					Totals for Internal Revenue Service	217,730.16		
202500145	11/28/2025	Wageworks	0	20251128ADDCF	Wage Works	270.83	10 L 000 000 811691 000	11/28/2025
202500145	11/28/2025	Wageworks	0	20251128ADDCF	Wage Works	763.14	27 L 000 000 811691 000	11/28/2025
202500145	11/28/2025	Wageworks	0	20251128ADDCF	Wage Works	812.49	99 L 000 000 811691 000	11/28/2025
202500145	11/28/2025	Wageworks	0	20251128ADDMF	Wageworks	38.89	10 L 000 000 811691 000	11/28/2025
					Totals for Wageworks	1,885.35		
202500146	11/28/2025	Mass Mutual	0	20251128ADDAH	Mass Mutual	150.00	99 L 000 000 811670 000	11/28/2025
202500146	11/28/2025	Mass Mutual	0	20251128ADDAHRO	Mass Mutual	375.00	10 L 000 000 811670 000	11/28/2025
202500146	11/28/2025	Mass Mutual	0	20251128ADDAHRO	Mass Mutual	270.00	27 L 000 000 811670 000	11/28/2025
202500146	11/28/2025	Mass Mutual	0	20251128ADDAHRO	Mass Mutual	300.00	99 L 000 000 811670 000	11/28/2025
					Totals for Mass Mutual	1,095.00		
202500147	11/28/2025	WEA TSA TRUST	0	20251128ADDA9	WEA MEMBER BENEFITS	2,658.00	10 L 000 000 811670 000	11/28/2025
202500147	11/28/2025	WEA TSA TRUST	0	20251128ADDA9	WEA MEMBER BENEFITS	900.00	27 L 000 000 811670 000	11/28/2025
202500147	11/28/2025	WEA TSA TRUST	0	20251128ADDA9	WEA MEMBER BENEFITS	1,147.00	99 L 000 000 811670 000	11/28/2025
202500147	11/28/2025	WEA TSA TRUST	0	20251128ADDA9RO	WEA ROTH TSA	1,159.25	10 L 000 000 811670 000	11/28/2025

CHECK #	CHECK DATE	VENDOR	PO NUMBER	INVOICE #	DESCRIPTION	CHECK AMOUNT	ACCOUNT NUMBER	POST DATE
202500147	11/28/2025	WEA TSA TRUST	0	20251128ADDA9RO	WEA ROTH TSA	75.00	27 L 000 000 811670 000	11/28/2025
202500147	11/28/2025	WEA TSA TRUST	0	20251128ADDA9RO	WEA ROTH TSA	1,043.75	99 L 000 000 811670 000	11/28/2025
					Totals for WEA TSA TRUST	6,983.00		
202500148	11/03/2025	Minn Dept of Revenue	0	4th Quarter-Oct	4th Quarter-Oct 25	589.86	99 L 000 000 811613 830	11/28/2025
					Totals for Minn Dept of Revenue	589.86		
252600017	12/03/2025	Bettner, Paige	0	10/22/25	WORK PERMIT REIMBURSEMENT	10.00	10 E 800 940 260000 000	12/03/2025
					Totals for Bettner, Paige	10.00		
252600018	12/03/2025	Brandner, Grace	0	10/19/25	WORK PERMIT REIMBURSEMENT	10.00	10 E 800 940 260000 000	12/03/2025
					Totals for Brandner, Grace	10.00		
252600019	12/15/2025	Bookshark LLC	6002500100	NOVEMBER 2025	Curriculum - Open PO	4,733.91	99 E 600 470 110000 360	12/15/2025
252600019	12/15/2025	Bookshark LLC	6002500100	NOVEMBER 2025	Curriculum - Open PO	913.33	27 E 600 470 158700 019	12/15/2025
252600019	12/15/2025	Bookshark LLC	6002500100	NOVEMBER 2025	Curriculum - Open PO	4,733.91-	99 E 600 470 110000 360	12/15/2025
252600019	12/15/2025	Bookshark LLC	6002500100	NOVEMBER 2025	Curriculum - Open PO	913.33-	27 E 600 470 158700 019	12/15/2025
					Totals for Bookshark LLC	0.00		
252600020	12/15/2025	Bookshark LLC	6002500100	NOVEMBER 2025	Curriculum - Open PO	4,733.91	99 E 600 470 110000 360	12/15/2025
252600020	12/15/2025	Bookshark LLC	6002500100	NOVEMBER 2025	Curriculum - Open PO	913.33	27 E 600 470 158700 019	12/15/2025
					Totals for Bookshark LLC	5,647.24		
					Totals for checks	4,674,056.12		

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	GENERAL FUND	2,290,682.65	0.00	212,014.12	2,502,696.77
21	GIFT FUND	0.00	0.00	25,699.04	25,699.04
27	SPECIAL EDUCATION FUND	398,126.31	0.00	20,309.33	418,435.64
49	OTHER CAPITAL PROJECTS FUND	0.00	0.00	1,065,421.42	1,065,421.42
50	FOOD SERVICE FUND	120,322.10	-7.95	784.75	121,098.90
80	COMMUNITY SERVICE FUND	18,758.85	0.00	4,073.81	22,832.66
99	OTHER PKG/COOP PROGRAM FUNDS	422,072.73	0.00	95,798.96	517,871.69
*** Fund Summary Totals ***		3,249,962.64	-7.95	1,424,101.43	4,674,056.12

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

News Release – For Immediate Release
Not Intended as a Paid Announcement

MEDFORD AREA PUBLIC SCHOOL DISTRICT
Board of Education Policy Committee Meeting
Medford Area Public School District Office
Monday December 1, 2025
8:00 a.m. – 10:00 a.m.

A G E N D A

1. Call to Order / Roll Call
2. Notice of Posting
3. Public Participation
4. Discuss / Review / Edit Policies 2105-2700.01
5. Discuss / Review / Edit Policies 8120-8913
6. Review / Reaffirm any Policy to the Full Board of Education
7. Adjournment

Open Meeting Law Compliance: This notice was sent for posting to the Star News, WKEB/WIGM Radio, Medford Area Public Schools and the District Office on November 24, 2025. **NOTE**: This meeting is open to the public.

The mission of the Medford Area Public School District is to ensure that all students learn.

Policy Committee Meeting Notes

December 1, 2025

The regular meeting of the Medford Area Public School District Policy Committee was called to order by President Aemus Balsis, on Monday, December 1, 2025 at 8:08 a.m. at the District Office Board Room.

Roll Call
Roll call indicated that Board Members Heidi Haynes, Corey Dassow, and Aemus Balsis were present. Laura Lundy, District Administrator was present.

Open Meeting Compliance
Balsis stated, “This meeting has been posted in accordance with the state open meeting law.”

1st Reading:

2105 Mission of the District	OK
2110 Statement of Philosophy	OK
2120 Management Restructuring and School Improvement	OK
2131 Educational Outcome Goals and Expectations	
“Committee wants to see a reference link to the strategic plan that is already in place”	
2131.01 Reading Instructional Goals and Kindergarten Assessment	OK
2210 Curriculum Development	OK
2220 Adoption of Courses of Study	OK
2221 Special Observance Days	
Laura Lundy stated she will review on what days are required to be observed in all schools.	
2230 Curriculum Course Guides	OK
2240 Controversial Issues in the Classroom	OK
2250 Innovative and Pilot Programs	OK
2260 Nondiscrimination and Access to Equal Educational Opportunity	OK
2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability	OK
2260.02 Services for Bilingual Students/English Learners	OK
2261 Title 1 Services	OK
2261.01 Parent and Family Engagement in Title 1 Programs	OK
2261.02 Title 1 - Parents’ Right to Know	OK
2261.03 District and School Report Card	OK
2262 Child Care Programs	OK
2266 Nondiscrimination on the Basis of Sex in Education Programs or Activities	OK
2270 Religion in the Curriculum	OK
2271 Early College Credit Program	OK
2271.01 Start College Credit Program	OK
2340 District-Sponsored Trips	OK

2370 Educational Options Provided by the District	OK
2411 School Counseling and Academic and Career Planning	OK
2412 Homebound Instruction Program	OK
2413 Health Education	OK
2414 Human Growth and Development	OK
2416 Student Privacy and Parental Access to Information	OK
2420 Education for Employment	OK
2421 Career and Technical Education Program	OK
2430 District-Sponsored Clubs and Activities	OK
2431 Interscholastic Athletics	OK
2432 Driver Education	OK
2440 Summer or Interim Session School	OK
2440.01 Summer or Interim School Attendance	OK
2450 Community and Adult Education	OK
2451 Program or Curriculum Modification	OK
2460 Programs for Students with Disabilities	OK
2460.03 Independent Educational Evaluation (IEE)	OK
2461 Recording of IEP Team Meetings	OK
2464 Advanced Learning Instruction (“Gifted and Talented”)	OK
2510 Adoption of Textbooks	OK
2521 Selection of Instructional Materials and Equipment	OK
2522 Instructional Materials and Equipment Discussion from all members if a school board member would be assigned on the Reconsideration Committee.	
2531 Copyrighted Works	OK
2605 Program Accountability and Evaluation	OK
2623 Student Assessment	OK
2700.01 School Performance and State Accountability Report Cards	OK
8120 Volunteers	OK
8121 Personal Background Check - Contracted Services	OK
8125 Consultants	OK
8141 Required Reporting of Staff Conduct	OK
8145 Annual Report	OK
8146 Notification of Educational Options	OK
8210 School Calendar	OK
8220 School Day/Closure	OK
8300 Continuity of Organizational Operations Plan	OK
8305 Information Security	OK
8309 Open Meetings for Non-Board Committees	OK
8310 Public Records	OK
8315 Information Management	OK
8320 Personnel Records	OK
8320.01 Unauthorized Acquisition of Staff Personal Information	OK

8325 Receipt of Legal Documents by District Employees	OK
8330 Student Records	OK
8330.01 Unauthorized Acquisition of Student Personal Information	OK
8340 Providing a Reference	OK
8350 Confidentiality	OK
8390 Animals on District Property	OK
8395 Student Mental and Physical Health Services	OK
8405 Environmental Health and Safety Program	OK
8407 School Resource Officer Program	OK
8410 Crisis Intervention	OK
8420 School Safety and Reporting of Crime Statistics	OK
8420.01 Epidemics and Pandemics	OK
8431 Preparedness for Toxic Hazards	OK
8431.01 Asbestos Management	OK
8442 Reporting Accidents	OK
8450 COntrol of Casual Contact Communicable Diseases	OK
8451 Pediculosis (Head Lice)	OK
8452 Automated External Defibrillators (AED)	OK
8453 Direct Contact Communicable Diseased	OK
8453.01 Control of Blood-Borne Pathogens	OK
8462 Child Abuse and Neglect	OK
8462.01 Threats of Violence	OK
8463 Students without Parents	OK
8500 Food Service	OK
8510 Wellness	OK
8531 Free and Reduced-Price Meals	OK
8540 Vending Machines	OK
8550 Competitive Food Sales	OK
8600 Transportation	OK
8601 Controlled Substance and Alcohol Policy for Employees that Transport Students	OK
8605 Use of Electronic Wireless Communication Devices by District Employees who Operate Board-Owned or operated Vehicles	OK
8660 Transportation by Private Vehicle for District-Sponsored Activities or Trips	OK
8680 Transportation Services Contracts	OK
8700 Lactating Employees	OK
8710 Insurance	OK
8740 Protection of District Funds	OK
8800 Religious Activities and Observances	OK
8802 Patriotic Activities and Observances	OK
8900 Fraud	OK
8913 Section 504/ADA Prohibition Against Disability Discrimination in Employment	

Motion to accept policies with recommended changes (Balsis/Dassow) Motion carried.

Adjourn
Motion to adjourn (Balsis/Haynes) Motion carried.
The meeting adjourned at 9:43 a.m.

The next policy meeting is **Monday, January 12, 2026 at 8 a.m.**

Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	MISSION OF THE DISTRICT
Code	po2105 (YES)
Status	From Neola

2105 - **MISSION OF THE DISTRICT**

The mission of the Medford Area Public School District~~_____~~ is to Ensure that All Students Learn.

~~provide an appropriate educational program and learning environment which will effectively:~~

A. ~~**( )** MEET THE EDUCATIONAL NEEDS OF ITS STUDENTS;~~

   ~~**( )** AND CITIZENS;~~

B. ~~**( )** HELP ITS STUDENTS ACCOMPLISH EDUCATIONAL GOALS WHICH ARE:~~

   1. ~~**( )** SIGNIFICANT,~~
   2. ~~**( )** DURABLE,~~
   3. ~~**( )** TRANSFERABLE.~~

~~**Explanation of Key Words and Phrases**~~

~~The following explanations are provided in order to facilitate a common understanding of the Mission Statement:~~

~~**.....appropriate educational program**~~

~~The program will encompass those classroom, co curricular, and extra curricular activities specially designed for students whose needs are met through:~~

A. ~~**( )** special education,~~

B. ~~**( )** vocational education,~~

C. ~~**( )** academic education,~~

D. ~~**( )** community education.~~

E. ~~**( )** _____.~~

~~**.....appropriate learning environment**~~

~~Facilities and grounds which are conducive to acquiring knowledge, attitudes, and skills because students and staff are physically and psychologically safe and focused on accomplishing clearly defined objectives and goals.~~

~~**....meet the educational needs**~~

~~Such needs consist of those learnings that each person must have to function as a responsible, productive member of society and to make it possible for the person to realize personal goals.~~

~~**....students and citizens**~~

~~Students are those who are enrolled in a regular program offered by the District or through the _____. Citizens are residents of the District who may wish to participate in a program offered either by this District or through the _____.~~

~~**....goals which are significant, durable, and transferable**~~

~~A **significant** educational goal is one in which the knowledge, skills, and/or attitudes that are acquired will affect how a person will live his/her life.~~

~~A **durable** educational goal is one in which the knowledge, skills, and/or attitudes that are acquired will be useful for much, if not all, of a person's lifetime.~~

~~A **transferable** educational goal is one in which the knowledge, skills, and/or attitudes that are acquired can be applied directly to another educational program, to the world of work, and/or to one's personal life.~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	STATEMENT OF PHILOSOPHY
Code	po2110 (YES)
Status	From Neola

2110 - **STATEMENT OF PHILOSOPHY**

The Board of Education believes that the purpose of education is to facilitate the development of the potential of each student. In a free society, every individual has both the right and responsibility to make choices and decisions for himself/herself and for society. A prerequisite for every member of such a society in meeting those responsibilities is competence in the use of the rational thought processes needed to make intelligent, ethical choices and decisions. If our society, as originally conceived, is to survive and function effectively, its young people need to be prepared to exercise their rights and their responsibilities in ways that benefit them and the society. Likewise, if individuals are to be able to achieve their life goals in a free society, they need to be competent to choose among the myriad alternatives that are and continue to be available to them.

The enculturation process in our society focuses on preparing the young to meet certain expectations and to avail themselves of opportunities to attain personal goals within that society. The District's program should reflect the formal aspect of the enculturation process, and, therefore, needs to focus on both the areas of societal expectations and personal opportunity available in our society.

With regard to societal expectations, people in this society are expected to:

A. be self-sufficient -- that is, to meet their own needs, to the extent they are able, in their own way and without inhibiting others' opportunity to do the same;

B. fulfill their responsibilities to contribute to the "common good" by actively participating in affairs affecting all members of society.

~~Today there is ample evidence that many students are not learning how to make effective, rational, responsible, or ethical choices or decisions in regard to how they treat their minds and bodies, how they plan their futures, how they cope with frustration, or how they solve personal, social, and economic problems.~~

The Board and staff believe that the thought and action process involved in taking intelligent, ethical action can be learned just as any other set of procedures can be learned, provided students are given consistent, appropriate opportunities to:

A. see the procedures modeled;

B. learn what the procedures are;

C. practice using the procedures and correct ineffective use of them;

D. apply the procedures to a variety of relevant situations.

The District is committed to ensuring adequate provision for such opportunities and to the applications of these processes to achieving the other educational goals associated with the District's mission.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	MANAGEMENT RESTRUCTURING AND SCHOOL IMPROVEMENT
Code	po2120 (YES)
Status	From Neola

2120 - **MANAGEMENT RESTRUCTURING AND SCHOOL IMPROVEMENT**

The Board of Education supports the concepts of management restructuring and school improvement and will seek to create and/or maintain effective schools as defined in this and other policies.

In addition to adopting a Mission Statement and Educational Philosophy for the District, the Board shall create, as needed, policies which support the Management Restructuring and School Improvement Process.

The District Administrator shall establish administrative guidelines which will ensure that the following objectives for decentralized management and shared decision-making can be achieved:

A. **(x)** School improvement plans which are developed and implemented by school-based teams that work collaboratively so that both building level and District level goals for students can be identified and correlated, and then achieved through effective planning, problem-solving, and assessment. ~~Each such team is to include:~~

   1. ~~**( )** professional staff;~~
   2. ~~**( )** support staff;~~
   3. ~~**( )** parents;~~
   4. ~~**( )** representatives of the community;~~
   5. ~~**( )** students, when applicable.~~

B. **(x)** A District-wide, school-improvement plan which provides for building-level decision-making. Each school's improvement plan is to include:

   1. **(x)** a mission statement;
   2. ~~**( )** goals based on Policy 2131;~~
   3. **(x)** curriculum aligned to the goals;
   4. **(x)** evaluation procedures;
   5. **(x)** staff development;
   6. **(x)** use of community resources and volunteers;
   7. **(x)** decision-making processes;
   8. **(x)** other matters as determined by the District Administrator.

C. **(x)** Periodic review and approval by the District Administrator and the Board of each school's modification and improvement of its program based on the school's assessment of student accomplishment of performance objectives and program goals.

D. **(-x)** Collaboration at both the building and District levels with parents, relevant institutions and groups, especially those in the community, who can support and facilitate school improvement in the District.

Upon approval of a school's initial plan and its later revisions, the Board and District Administrator shall fully support, to the extent that resources allow, the school's educational improvement program.

[x] This improvement program ~~( ) shall~~ **(x)** may ~~**[END OF OPTION]**~~ include:

A. **(x)** co-curricular activities;

B. **(x)** extra-curricular activities.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS
Code	po2131 (YES)
Status	From Neola
Legal	118.01, Wis. Stats.

2131 - **EDUCATIONAL OUTCOME GOALS AND EXPECTATIONS**

In fulfillment of the District's mission to provide a quality education for all 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. Analytical skills including the ability to think rationally, solve problems, use various learning methods, gather and analyze information, make critical and independent judgements and argue persuasively.

C. A basic body of knowledge that includes information and concepts in literature, fine arts, mathematics, natural sciences, including knowledge of the elements of agriculture and the conservation of natural resources, and social sciences, including knowledge of the right and responsibilities of the family as a consumer, cooperative marketing and consumers' cooperatives.

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 the 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. A commitment to the basic values of our government, including by appropriate instruction and ceremony the proper reverence and respect for and the history and meaning of the American flag, the Declaration of Independence, the U.S. Constitution, and the constitution and laws of the State.

C. The skills to participate in political life.

D. An understanding of the functions 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, 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, sanitation, 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, self-esteem, responsible decision-making, interpersonal relationships, sexual activity, human sexuality, reproduction, contraception, family life, parenting, sex stereotypes and protective behavior if his/her parent files with the teacher or principal a written request that the student be exempted. Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

4. awareness about drug abuse, including prescription drug abuse, and prevention.

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

D. The ability to construct personal ethics and goals.

E. Knowledge of morality and the individual's responsibility as a social being, including the responsibility and morality of family living and the value of frugality and other basic qualities and principles referred to in article I, section 22, of the constitution insofar as such qualities and principles affect family and consumer education.

F. 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.

G. 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.

H. 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. Instruction shall include information on available school and community prevention and intervention assistance or services and shall be provided to students in elementary schools.

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.

The District Administrator is charged with the responsibility for providing, through the District's curriculum ~~**( ) and** appropriate administrative guidelines,~~ **[END OF OPTION]** opportunities for each student to accomplish these goals as well as a valid means for assessing the extent to which each is accomplished.

Student achievement of these educational goals represents the Board's highest priority. It should be the highest priority, as well, for the administration and for all members of the staff.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT
Code	po2131.01
Status	From Neola
Legal	115.77, 118.015, 118.016, 121.02 (1) (c), 121.02 (1) (d), Wis. Stats.

2131.01 - **READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT**

The Board shall approve a program of reading goals for students for grades **(x)** four (4) year-old kindergarten and ~~**[END OF OPTION]**~~ five (5) year-old kindergarten to 12.

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

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

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

Assessments of Reading Readiness

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

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

A student whose assessment indicates that s/he is at risk of reading difficulty shall be provided with interventions or remedial reading services.

Interventions or remedial reading services shall be provided for a student in **(x)** four (4) year-old kindergarten ~~**[END OF CHOICE]**~~ five (5) year-old kindergarten to grade 4 if any of the following occurs:

A. The student fails to meet the reading objectives specified in the reading curriculum plan maintained by the Board.

B. The student fails to score above the State minimum performance standard on the reading test and:

1. a teacher in the School District and the student's parent agree the student's test performance accurately reflects the student's ability; or

2. a teacher in the School District determines, based on other objective evidence of the student's test performance, that it accurately reflects the student's reading ability;

3. the student's reading assessment under 118.016, Wis. Stats. indicates that the student is at risk of reading difficulty. If this subdivision applies, the interventions or services provided the student shall be scientifically based and shall address all areas in which the student is deficient in a manner consistent with the State standards in reading and language arts.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	CURRICULUM DEVELOPMENT
Code	po2210 (YES)
Status	From Neola
Legal	118.01, 118.24, 118.30, 121.02(1)(k) and (L), Wis. Stats. PI 8.001(6g) PI 8.01(2)(L), PI 8.01(2)(K), PI 8.01(2)(k)(4)

2210 - **CURRICULUM DEVELOPMENT**

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and shall provide for the review of the evaluation process at least every seven ~~five~~ (75) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

For purposes of this policy and consistent communication throughout the District, curriculum shall be defined to include:

A. **(x)** the courses of study, subjects, classes, and organized activities provided by the school;

B. ~~**( )** all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;~~

C. ~~**( )** learning activities approved by the Board for individuals or groups of students and expressed in terms of specific instructional objectives or class periods;~~

D. **(x)** the plan for learning necessary to accomplish the educational goals of the District;

E. ~~**( )** all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group, necessary to accomplish the educational goals of the District.~~

The Board directs that the curriculum shall be developed and evaluated by the District Administrator, and that curriculum plans and courses of study incorporated into the curriculum of this District:

A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;

B. ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;

C. **(x)** be consistent with and designed to achieve the District's philosophy and goals;

D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;

E. **(x)** allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;

F. ~~**( )** provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;~~

G. **(x)** utilize a variety of learning resources to accomplish the educational goals;

H. encourage students to utilize school counseling services in their academic and career planning;

I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;

J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;

K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;

L. provide regular instruction in foreign language in grades 7 and 8;

M. in one of grades 5 to 8 and in one of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;

N. incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;

O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;

P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades.

The District Administrator shall make progress reports to the Board ~~( ) annually~~ **(x)** periodically.

The District Administrator may propose programming using innovative instructional design as deemed to be beneficial or necessary to the continuing growth of the instructional program and to better promote the District's educational goals. Each such innovative program intended to be part of the required hours of instruction must be consistent with State law and implemented consistent with the District's curriculum as approved by the Board.

[x] The Board encourages, where it is feasible and in the best interests of the District, participation in programs of educational research.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	ADOPTION OF COURSES OF STUDY
Code	po2220 (YES)
Status	From Neola
Legal	118.01, 118.24(2)(c), 121.02(1)(k), Wis. Stats. PI 8.01(2)(k)2 PI 8.01(2)(k)3

2220 - **ADOPTION OF COURSES OF STUDY**

The Board shall provide a comprehensive instructional program to serve the educational needs of the students of this District. In furtherance of this goal and pursuant to law, the Board shall periodically adopt courses of study through inclusion in the sequential curriculum plan described in Policy 2210 - Curriculum Development. A course of study is part of the sequential curriculum plan that describes course objectives, sequence, content, and a method of evaluating student attainment of objectives. Each course of study shall specify the hours of instruction committed to it each week, semester, and school year.

The Board shall determine which units of the instructional program constitute courses of study and are thereby subject to the adoption procedures of the Board. No course of study shall be taught in the schools of this District unless it has been adopted by the Board.

The District Administrator shall recommend to the Board such courses of study as are deemed to be in the best interests of the students and are needed to comply with State law. The District Administrator's recommendation shall include the following information about each course of study:

A. **(x)** its applicability to students and an enumeration of those groups of students to be affected by it

B. **(x)** the intended learning objective(s), defined in terms of how the learning is applied

C. **(x)** its scope and sequence and a statement of the rationale used to determine the amount and type of instructional time needed to accomplish the objectives at each level

D. **(x)** its justification in terms of the goals of this District, especially when it is proposed to take the place of an existing course of study

E. ~~**( )** its instructional methods and learning strategies including the manner in which the learning of democratic principles and ethics is provided for, if appropriate to the content of the course~~

F. **(x)** the resources that its implementation will require, including instructional materials, equipment, specially-trained personnel, etc.

G. **(x)** the plan for its continuous assessment which includes criteria and standards

H. ~~**( )** its developmental and operational history as well as data on results, where available~~

[x] The learning that results from each course of study should be durable, significant, and transferable and require a high level of student achievement of clearly-defined, cumulative performance objectives.

~~**[ ]** The plan for student assessment for each course of study should include the criteria and standards that will be used to determine when students may need to participate in remedial, supplemental, or accelerated activities in order to ensure that each student has been provided the opportunity to achieve at their optimum level.~~

~~**[ ]** Each course of study is intended to provide a basic framework for instruction and learning. Within this framework, each teacher shall use the course of study in a manner best designed to meet the needs of the students for whom they are responsible. Deviation from its content must be approved in accordance with the District Administrator's administrative guidelines.~~

~~**[ ]** Since one of the District's goals is to prepare students to enter the world of work, the Board directs that each course of study include as part of its learning accomplishments that students can demonstrate their willingness and ability to be punctual, to be present at the learning site each day unless absent for a legitimate reason, and to complete assignments on time and as directed. The District Administrator's guidelines should include recommendations to staff on how to instruct students in these important work ethics and how to include these learnings in the grades that students receive.~~

~~**[ ]** The District Administrator shall develop administrative guidelines which provide for the development of individual learning plans that contain pre and post assessment activities as well as instructional activities for implementing each course of study. Such plans should also provide for proper record keeping and periodic reporting of student performance. The District Administrator shall ensure that the appropriate amount of instruction time is allocated to each course of study that comprises the program of each school. The allocation of time is to be determined by the District Administrator and appropriate members of the staff and shall be justified in terms of the amount of time needed for students to accomplish the objectives of the curriculum as well as the District's educational goals.~~

~~**[ ]** In keeping with the Board's commitment to the school improvement process, such guidelines shall also provide for the appropriate participation of staff, parents, students, and relevant community organizations in the review of the District's courses of study.~~

[x] The District Administrator shall maintain a current list of all courses of study offered by this District.

~~**( )** and shall provide each member of the Board with a current list of all courses of study.~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SPECIAL OBSERVANCE DAYS
Code	po2221 (YES)
Status	From Neola
Legal	14.16, 118.02, 118.025, Wis. Stats.

2221 - **SPECIAL OBSERVANCE DAYS**

In compliance with 118.02, Wis. Stats., the Board directs that the following days are appropriately observed in all schools:

January 15th	Martin Luther King Jr. Day
February 12th	Abraham Lincoln's Birthday
February 15th	Susan B. Anthony's Birthday
February 22nd	George Washington's Birthday
March 4th	Casimir Pulaski Day
March 17th	The Great Hunger
April 9th	Prisoners of War Remembrance Day
April 13th	American Creed Day
April 19th	Patriot's Day
April 22nd	Environmental Awareness Day
Last Friday in April	Arbor Day *except that if the Governor by proclamation sets apart one (1) day to be designated as Arbor and Bird Day under State law, that day shall be appropriately observed.
June 14th	Robert La Follette Sr. Day
September 11th	A day to remember the attacks that occurred on September 11, 2001, and to honor law enforcement officers and firefighters
September 16th	Mildred Fish Harnack Day
September 17th	U.S. Constitution Day
September 28th	Frances Willard Day

Wednesday of the third week in September as part of Wonderful Wisconsin Week	
Friday of the 3rd week in September	POW-MIA Recognition Day
Wednesday of the 4th week in September	Bullying Awareness Day
October 9th	Leif Erikson Day
October 12th	Christopher Columbus's Birthday
November 11th	Armistice Day

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	CURRICULUM COURSE GUIDES
Code	po2230 (YES)
Status	From Neola

2230 - **CURRICULUM COURSE GUIDES**

The Board recognizes that the District must develop and maintain curriculum course guides in order to better accomplish learning results with students.

As appropriate to the course of study, each guide shall contain:

A. **(x)** the intended learning outcome(s), defined in terms of how the learning is applied;

B. **(x)** knowledge and skills needed to achieve those outcomes;

C. **(x)** learning activities needed to achieve the outcome;

D. **(x)** appropriate materials and resources;

E. **(x)** suggested methods of instruction;

F. **(x)** evaluation criteria, standards, and methods which will confirm the extent to which learning outcomes have been achieved;

G. **(x)** a list of supplemental materials for the guidance of teachers.

The District Administrator shall be responsible for the preparation of curriculum course guides ~~**( ) and shall establish administrative guidelines related to their preparation [END OF OPTION].**~~

~~**[ ] All new curriculum course guides and revisions of existing curriculum course guides shall be submitted to the Board for approval. ( ) before they are implemented. [END OF OPTION]**~~

[ ]x Copies of all current curriculum course guides shall be kept on file ~~**( ) in the office of the District Administrator**~~ **(x)** in the District's online software ~~**( ) on the District's website [END OF OPTION].**~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	CONTROVERSIAL ISSUES IN THE CLASSROOM
Code	po2240(YES)
Status	From Neola

2240 - **CONTROVERSIAL ISSUES IN THE CLASSROOM**

The Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the District.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions. In addition, the opportunity can lead students to learn about how to use critical thinking and problem-solving skills, to study and analyze relevant issues, evaluate different sources of information, make intelligent decisions regarding issues, and how to appreciate the value of differing viewpoints.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by responsible opinion and/or likely to arouse both support and opposition in the community. These issues may range across a wide spectrum of political, social, economic, and religious topics.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

A. is related to the instructional goals of the course of study and level of maturity of the students;

B. does not tend to indoctrinate or persuade students to a particular point of view;

C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry;

D. does not cause a substantial disruption in the school environment.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction, relate to the topic of instruction, and do not cause substantial disruption to the school environment.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the principal. Issues pertaining to human growth and development, as defined by statute, are subject to 118.019, Wis. Stats.

When controversial issues have not been specified in the course of study, the Board will permit the instructional use of only those issues which

~~**( )** have been approved by the District Administrator.~~

~~**( )** who shall report periodically such approval to the Board for their review.~~

(x) have been approved by the

(x) principal.

~~**( )** department head~~.

In the discussion of any controversial issue in the classroom or in the course of professional duties, a teacher

(x) may not express a personal opinion.

~~**( )** may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to their point of view **( )** and may only express a personal opinion after student discussion has concluded **[END OF OPTION]**. Teachers should be mindful that this does not permit them to offer opinions on topics which would not be the subject of discussion in the classroom due to their appropriateness for the age(s) of the students involved. As always, teachers are expected to serve as exemplars for their students by demonstrating good judgment as professionals when discussing controversial issues and expressing personal opinions in the classroom.~~

(x) The classroom shall not be used as a forum for the discussion of District employment issues.

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the school that either content or activities conflicts with their religious beliefs or value system, the school will honor a written request for their child to be excused from particular classes for specified reasons. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during times of parent requested absences.

(x) The District Administrator shall develop administrative guidelines for dealing with controversial issues. (See also Policy 3310 – Employee Expression in Noninstructional Settings)

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	INNOVATIVE AND PILOT PROGRAMS
Code	po2250 (YES)
Status	From Neola
Legal	118.13 Wis. Stats. PI 8

2250 - **INNOVATIVE AND PILOT PROGRAMS**

The Board wishes to promote the continued improvement of the instructional and curricular program of the schools through all appropriate means. The Board encourages members of the school staff and of the student body who wish to pursue a promising program for school improvement. ~~**( )** The Administration shall evaluate the data to determine the effectiveness of any innovative/pilot program and provide such information to the Board before broader implementation.~~

~~**[ ]** An innovative/pilot program design shall address the steps below when appropriate to the project:~~

A. ~~rationale~~

B. ~~specific objectives~~

C. ~~supportive research~~

D. ~~budgeting~~

E. ~~in-service requirements~~

F. ~~plans for broader implementation~~

G. ~~methods for evaluation~~

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

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

[x] The District Administrator is authorized to approve innovative/pilot programs designed for the improvement of the District's educational program ~~**( ),** and the District Administrator shall notify the Board whenever such a program is initiated. **[END OF OPTION]**~~

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

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

~~**[ ]** The District Administrator shall review and recommend any innovative/pilot programs designed to improve the District's educational program to the Board for approval.~~

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

[x] If an innovative/pilot program is to become a permanent part of the District's educational program, it must have Board approval **(x)** through the regular curriculum approval process. ~~**[END OF OPTION]**~~

Each innovative program shall be consistent with the District's objectives and long-range plans. Programs designed for students with disabilities must comply with Federal and State law.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY
Code	po2260 (YES) CO's
Status	
Legal	118.13 Wis. Stats. P.I. 9, Wis. Adm. Code P.I. 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 20 U.S.C. 7905, Boy Scouts of America Equal Access Act 29 U.S.C. 794, Section 504 of the Rehabilitation Act of 1973, as amended 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended 29 C.F.R. Part 1635, The GINA Regulations 34 C.F.R. Part 110, The Age Discrimination Act Regulations Guidelines for Vocational Education Programs, Department of Education, Office for Civil Rights, March 21, 1979

2260 - **NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY**

The Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability (Protected Classes) in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

A. use of objective bases for admission to any school, class, program, or activity;

B. prohibition of harassment towards students and procedures for the investigation of claims (see Policy 5517);

C. use of disciplinary authority, including suspension and expulsion authority;

D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;

E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;

F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;

G. design and configuration of facilities;

H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and

I. the school lunch program and other school-sponsored food service programs.

The Board is also committed to equal employment opportunity in its employment policies and practices as they relate to students. The Board's policies pertaining to employment practices can be found in Policy 1422, Policy 3122, and Policy 4122 - Nondiscrimination and Equal Employment Opportunity.

The District will identify, evaluate, and provide a free appropriate public education to students with disabilities who are determined eligible for special education and related services under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504).

The District's educational programs include the academic and nonacademic setting. Each qualified student with a disability shall be educated with students without disabilities to the maximum extent appropriate. In the nonacademic setting, a student with a disability shall participate with students without disabilities to the maximum extent appropriate.

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

Principal's Responsibilities

Each Principal shall verify that the procedures used with students and parents for selection of and participation in any part of the District's academic, co-curricular, or extra-curricular programs do not discriminate on the basis of the Protected Classes.

District Administrator's Responsibilities

In furtherance of the aforesaid goal, the District Administrator shall:

A. Curriculum Content

1. review current and proposed courses of study and textbooks to detect any bias based upon the Protected Classes ascertaining whether or not supplemental materials, singly or taken as a whole, fairly depict those Protected Classes toward the development of human society;

2. provide that necessary programs are available for students with limited use of the English language;

B. Staff Training

develop an ongoing program of staff training and in-service training for school personnel designed to identify and solve problems of bias based upon the Protected Classes in all aspects of the program;

C. Student Access

1. review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of the Protected Classes in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations;

2. verify that facilities are made available in a non-discriminatory fashion, in accordance with Board Policy 7510 - Use of District Facilities, for non-curricular student activities that are initiated by parents or other members of the community, including but not limited to any group officially affiliated with the Boy Scouts of America or any other youth group listed in Title 36 of the United States Code as a patriotic society;

3. verify that the educational programs of this District are accessible to all students;

All programs need to be designed and scheduled so the location or nature of the facility or area will not deny an otherwise qualified student with a disability the opportunity to participate in the academic or other school programs on the same basis as students without disabilities.

4. require that service animals for students who require this type of assistance shall be permitted access to all facilities, programs, and events of the District.

D. District Support

require that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters;

E. Student Evaluation

verify that tests, procedures, and guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes, analyze personality, or in any manner establish or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of the Protected Classes.

Definitions

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

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

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

Military status refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, and full-time National Guard duty. It also includes the period of time for which a person is absent from school for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

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

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

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

The District Administrator shall publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or equal access. The Compliance Officer(s) also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), is provided to students, their parents, staff members, and the general public.

[x] The Board is committed to educating (or providing for the education of) each qualified person with a disability with persons who are not disabled to the maximum extent appropriate. Generally, the District will place a person with a disability in the regular educational environment unless it is demonstrated that the education of the person in the regular environment, even with the use of supplementary aids and services cannot be achieved satisfactorily. If the Board operates a separate class or facility under Section 504 that is identifiable as being for persons with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without a disability.

The District Administrator shall attempt annually to identify children with disabilities, ages 3 - 22, who reside in the District but do not receive a public education.

In addition, the District Administrator shall establish procedures to identify students who are Limited English Proficient, including immigrant children and youth, to assess their ability to participate in District programs and develop and administer a program that meets the English language and academic needs of these students. This program shall include

procedures for student placement, services, evaluation, and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis. ~~**( )** The District Administrator is responsible for verifying that a concentration of students who are Limited English Proficient English Learner (EL) in one or more programs is not the result of discrimination.~~

Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days. ~~**[NOTE: While students are advised to report discrimination/retaliation to administrators, supervisors, or other** District **officials, the Board recognizes that some students may report discrimination/retaliation to a teacher. When a teacher receives such a report, the teacher must file it with the CO as indicated above.]**~~

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

District Compliance Officers (hereinafter referred to as the COs)

The Board designates the following individuals to serve as the District's CO's:

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

Joseph Greget~~_____~~
(Name)

Director of Special Education & Student Services~~_____~~

(School District Title)

715-748-2316
(Telephone Number)

1065 W. Broadway, Medford, WI 54451
(Office Address)

gregjo@medford.k12.wi.us
(E-mail Address)

Elizabeth Rachu
(Name)

Director of Curriculum & Instruction
(School District Title)

715-748-4620
(Telephone Number)

124 W State St, Medford WI 54451
(Office Address)

rachuel@medford.k12.wi.us
(E-mail Address)

The names, titles, and contact information of these individuals will be published annually:

A. on the School District's website.

B. ~~**( ) in the staff and student handbooks.**~~

C. **(x)** in the School District Annual Report to the public.

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

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

F. ~~**( )** _____.~~

A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

Investigation and Complaint Procedure (see Form 2260 F2)

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as appropriate in the investigation process, the CO will inform the Respondent, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the complaining party.

The investigation will include:

A. interviews with the Complainant;

B. interviews with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved.

(x) The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may **(x)** in consultation with the District Administrator or Board President, if the matter involves the District Administrator, ~~**[END OF OPTION]**~~ engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and Respondent. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator ~~( ) shall be final~~ **(x)** will be reviewed by the Board upon request ~~**[END OF OPTION]**~~.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.) (Policy 8462), or threats of violence (Policy 8462.01), the CO or District Administrator shall take such additional actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

The District will make reasonable efforts to protect the privacy of any individuals involved in the investigation process. Confidentiality cannot be guaranteed, however. Additionally, the Respondent must be provided the Complainant's identity.

During the course of an investigation, the CO or designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to:

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports, allegations, complaints, and statements collected;

C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

E. narratives of, notes from, or audio, video, or digital recordings of witness statements;

F. all documentary evidence;

G. e-mails, texts, or social media posts related to the investigation;

H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

J. dated written determinations to the parties;

K. dated written descriptions of verbal notifications to the parties;

L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);

O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy

and/or conducting an investigation of an alleged violation of this policy; ~~**[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**~~

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

Q.

R. **(x)** documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

S. **(x)** copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;

T. **(x)** copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;

U. **(x)** copies of any notices sent to the complainant and alleged perpetrator in advance of any interview or hearing;

V. **(x)** copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

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

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY
Code	po2260.01 (YES) CO's
Status	From Neola
Legal	29 C.F.R. Part 1630 34 C.F.R. Part 300 34 C.F.R. Part 104 42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

2260.01 **- SECTION 504/ADA PROHIBITION AGAINST DISCRIMINATION BASED ON DISABILITY**

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504"), the Americans with Disabilities Act of 1990, as amended ("ADA"), and the implementing regulations (collectively "Section 504/ADA"), no otherwise qualified individual with a disability shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving Federal financial assistance solely by reason of disability. The Board does not discriminate in admission or access to, participation in, treatment in its programs or activities. As such, the Board's policies and practices will not discriminate against students with disabilities and the Board will make its facilities, programs, and activities accessible to qualified individuals with disabilities. No discrimination will be knowingly permitted against any individual with a disability on the sole basis of that disability in any of the programs, activities, policies, and/or practices in the District.

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

Free Appropriate Public Education

The Board is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students with disabilities within its jurisdiction who are determined eligible for special education and related services under the Individuals with Disabilities Education Act ("IDEA") or Section 504, regardless of the nature or severity of their disabilities.

If a student has a physical or mental impairment that significantly limits one or more major life activities (see Definitions below), the Board shall provide the student a FAPE. An appropriate education may include regular or special education and related aids and services to accommodate the unique needs of students with disabilities. For students with disabilities who are not eligible for specially designed instruction under the IDEA, the related aids and services (including accommodations/modifications/interventions) they need in order to have their needs met as adequately as the needs of students without disabilities are met shall be delineated, along with their placement, in a Section 504 Plan (Form 2260.01A F13). Parents/guardians/custodians ("parents") are invited and encouraged to participate fully in the evaluation process and development of a Section 504 Plan. The quality of education services provided to students with disabilities shall be equal to the quality of services provided to students without disabilities.

The Board is committed to educating (or providing for the education of) each qualified student with a disability within its jurisdiction with students without disabilities to the maximum extent appropriate. Generally, the District will place a student with a disability in the general education environment unless it is demonstrated that the education of the student in the general education environment, even with the use of supplementary aids and services, cannot be achieved satisfactorily. If the District places a student in a setting other than the general education environment, it shall take into account the proximity of the alternate setting to the student's home. If the Board operates a separate class or facility that is identified as being provided for students with disabilities, the facility, program, and activities and services must be comparable to the facilities, programs, and activities and services offered to students without disabilities.

The District will provide non-academic extra-curricular services and activities in such a manner as is necessary to afford qualified students with disabilities an equal opportunity for participation in such services and activities. Nonacademic and extra-curricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interests groups or clubs sponsored by the District, referrals to agencies that provide assistance to individuals with disabilities, and employment of students. In providing or arranging for the provision of meals and recess periods and nonacademic and extracurricular services and activities, including those listed above, the District will verify that students with disabilities participate with students without disabilities in such services and activities to the maximum extent appropriate.

In accordance with Section 504, parents and students shall be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, students and their parents shall be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). Finally, students and parents shall be advised of their right to request a due process hearing before an Impartial Hearing Officer ("IHO") regarding the identification, evaluation, or educational placement of persons with disabilities, and their right to examine relevant education records. ~~**( )** (See also AG 2260.01B - Section 504/ADA - Complaint and Due Process Procedures)~~

Definitions

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

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

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

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

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

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

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

Major Life Activities

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

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

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aids and cochlear implants or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, assistive technology, reasonable accommodations or auxiliary aids or services, or learned behavioral or adaptive neurological modifications.

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

Qualified Individual with a Disability

With respect to public preschool, elementary, and secondary educational services, a qualified individual with a disability means a student with a disability:

A. who is of an age during which persons without disabilities are provided educational services;

B. who is of any age during which it is mandatory under Wisconsin law to provide educational services to persons with disabilities; or

C. to whom the State is required to provide a free appropriate public education pursuant to the IDEA.

With respect to vocational education services, a qualified individual with a disability means a student with a disability who meets the academic and technical standards requisite to admission or participation in the vocational program or activity. The Board will not deny a student with disability access to its vocational education programs or courses due to architectural and/or equipment barriers, or because the student needs related aids or services to receive an appropriate education.

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

Reasonable Accommodation

With respect to employment, the Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability, unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

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

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

District Compliance Officers (hereinafter referred to as the "COs")

The following person(s) is/are designated as the District Section 504 Compliance Officer(s)/ADA Coordinator(s):

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

_____
(Name)

_____
(School District Title)

_____
(Telephone Number)

_____
(Office Address)

_____
(E-mail)

_____
(Name)

_____
(School District Title)

_____
(Telephone Number)

_____
(Office Address)

_____
(E-mail)

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

A. on the School District's website.

B. ~~( ) in the staff and student handbooks.~~

C. ~~( ) in the School District Annual Report to the public.~~

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

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

F. ~~( ) _____.~~

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

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See below.) The Board further will establish and implement a system of procedural safeguards in accordance with Section 504, including the right to an impartial due process hearing, for parents of students with disabilities. Finally, students and parents will be advised of their right to request a due process hearing before an Impartial Hearing Officer (IHO) regarding the identification, evaluation or educational placement of persons with disabilities, including the right to participation by the student's parents and representation of counsel, and their right to examine relevant education records.

Reports and Complaints of Discrimination and Retaliation

Students and District employees are required, and all other members of the District community and Third Parties are encouraged, to promptly report incidents of discrimination and/or retaliation to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the CO within two (2) days. ~~**[NOTE: While students are advised to report discrimination/retaliation to administrators, supervisors, or other District officials, the Board recognizes that some students may report discrimination/retaliation to a teacher. When a teacher receives such a report, the teacher must file it with the CO as indicated above.]**~~

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

A student and/or parent may initiate the internal complaint procedure when they believe that a violation, misapplication or misinterpretation of Section 504 has occurred. Additionally, the following procedure may be used for any disagreement with respect to actions regarding the identification, evaluation, or educational program or placement of students who are

identified as having a disability or believed to have a disability pursuant to Section 504 and are not eligible under the IDEA, except in the case of disciplinary actions where the provisions of the Student Code of Conduct apply. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the OCR or requesting an impartial due process hearing.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the Principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the District Administrator or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes ~~-~~discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure ~~(see Form 2260.01B F2)~~

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the report by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or class schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the District Administrator.

As soon as appropriate in the investigation process, the CO will inform any individual named by the Complainant in connection with an alleged violation of this policy, that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

~~**[ ] [OPTION 1]** Although certain cases may require additional time, the CO will attempt to complete an investigation into the allegations of harassment within fifteen (15) days of receiving the formal complaint.~~ **[x] ~~[OPTION 2~~]** Investigations shall be completed promptly. What constitutes promptness will depend on the complexity of the issues, the number of

incidents or factual elements, the number of witnesses and documents to be consulted, and the availability of witnesses and other evidence. The CO shall keep the Complainant reasonably informed of the investigation's progress. ~~**[END OF OPTIONS]**~~ The investigation will include:

A. interview(s) with the Complainant;

B. interview(s) with the Respondent;

C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;

D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or the designee shall prepare and deliver a written report to the District Administrator which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

[x] The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may **(x)** in consultation with the District Administrator or Board President, if the matter involves the District Administrator, ~~**[END OF OPTION]**~~ engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the District Administrator must either issue a final decision regarding whether the charges have been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to the Complainant and to the Respondent. The District Administrator may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the District Administrator to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above. The decision of the District Administrator ~~( ) shall be final~~ **(x)** will be reviewed ~~**[END OF OPTION]**~~ by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy, or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the OCR or ICRC, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Additional School District Action

If the evidence suggests that any conduct at issue violates any other policies of the Board, is a crime, or requires mandatory reporting under the Children's Code (Sec. 48.981, Wis. Stat.), the CO or District Administrator shall take additional such actions as necessary and appropriate under the circumstances, which may include a report to the appropriate social service and/or law enforcement agency charged with responsibility for handling such investigations.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations. Confidentiality cannot be guaranteed, however. All Complainants proceeding through the investigation process should be advised that as a result of the investigation, allegations against individuals may become known to those individuals, including the Complainant's identity.

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Impartial Due Process Hearing

A student and/or parent may request an impartial due process hearing regarding the identification, evaluation, or placement of a student with a disability. The student and/or parent may but are not required to first exhaust the above complaint procedure before requesting an impartial due process hearing. The parent of a student with a disability and a student over eighteen (18) years old (if not under guardianship) or an emancipated student has the right to: (1) examine records or documents that the school relied on in making its decision about the student; (2) request an impartial due process hearing that provides the parent and/or student with an opportunity to participate and permits representation by an attorney; and (3) have an opportunity for review of the decision made at the hearing.

A request for an impartial due process hearing should be made as soon as possible following a dispute in order to ensure that witnesses are available but no more than two years following the date of the matter in dispute. A request for an impartial due process hearing must be put in writing, identify the specific circumstances or areas of dispute that have given rise to the request for a hearing, and offer possible solutions to the dispute. The request for due process hearing must be filed with a District CO within the time limits specified above. The CO is available to assist individuals in filing a request for an impartial due process hearing.

When a request for an impartial due process hearing is received, the aggrieved party will have the opportunity to receive a hearing conducted by an IHO (i.e., by a person not employed by the District, not involved in the education or care of the child, and not having a personal or professional interest that would conflict with the IHO's objectivity in the hearing). The District will maintain a list of trained IHOs that may include IDEA/Article 7 hearing officers, attorneys, and Directors of

Special Education outside the District. The District CO will appoint an IHO from that list, and the District will bear the costs of the hearing. The appointment of an IHO will be made within fifteen (15) days after the request for an impartial due process hearing is received.

A party to an impartial due process hearing has the right to:

A. be accompanied and advised by legal counsel and individuals with special knowledge or training with respect to the problems of students with disabilities at the party's own cost;

B. present evidence and confront, cross-examine and compel the attendance of witnesses;

C. a written or electronic verbatim record of the hearing; and

D. written findings of fact and conclusions of law setting forth the reasons for the decision.

The IHO shall conduct the impartial due process hearing within a reasonable period of time (i.e., not to exceed ninety (90) days from the request for a hearing, unless this time-frame is mutually waived by the parties or is determined by the IHO to be impossible to comply with due to extenuating circumstances). The IHO will give the parent and/or student written notice of the date, time and place of the hearing. Notice will be given no less than twenty-one (21) days prior to the date of the hearing, unless otherwise agreed to by the parent and/or student. The notice shall include:

A. a statement of the time, place and nature of the hearing;

B. a statement of the legal authority and jurisdiction under which the hearing is being held;

C. a reference to the particular section(s) of the statutes and rules involved;

D. a statement of the availability of relevant records for examination;

E. a short and plain statement of the matters asserted; and

F. a statement of the right to be represented by counsel.

The IHO shall conduct the hearing in a manner that will afford all parties a full and fair opportunity to present evidence and otherwise to be heard. The parent and/or student may be represented by another person of the parent or student's choice, including an attorney. The IHO shall make a full and complete record of the proceedings.

The IHO shall render a decision in writing to the parties within thirty (30) days following the conclusion of the hearing. The decision will be based solely on the testimony and demonstrative evidence presented at the hearing and include a summary of the evidence (i.e., findings of fact) and the reason for the decision (conclusions of law). The IHO's decision shall include a statement that either party may appeal the decision.

Appeal of the IHO's decision may be made to a Federal court of competent jurisdiction.

OCR Complaint

At any time, if a student or parent believes that the student has been subjected to discrimination based upon disability in violation of Section 504 or the ADA, the student or parent may file a complaint with the OCR. The OCR can be reached at:

U.S. Department of Education
Office for Civil Rights
Chicago Office
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor
Chicago, IL 60604
Telephone: 312-730-1560
FAX: 312-730-1576
TDD: 800-877-8339
E-mail: OCR.Chicago@ed.gov
Web: http://www.ed.gov/ocr

Except in extraordinary circumstances, the OCR does not review the result of individual placement and other educational decisions, so long as the District complies with the "process" requirements of Subpart D of Section 504.

Notice

Notice of the Board's policy on nondiscrimination in education practices and the identity of the COs will be published on the District's website and posted throughout the District, and included in the District's recruitment statements or general information publications.

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

A. all written reports/allegations/complaints/statements;

B. narratives of all verbal reports, allegations, complaints, and statements collected;

C. a narrative of all actions taken by District personnel;

D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

E. narratives of, notes from, or audio, video, or digital recordings of witness statements;

F. all documentary evidence;

G. e-mails, texts, or social media posts related to the investigation;

H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;

I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;

J. dated written determinations to the parties;

K. dated written descriptions of verbal notifications to the parties;

L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt; and

M. documentation of all actions, both individual and systemic, taken to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy; ~~**[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time and location of the training, and a copy of the materials reviewed and/or presented during the training.]**~~

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

Q. **(x)** documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

R. **(x)** copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;

S. **(x)** copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;

T. **(x)** copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;

U. **(x)** copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

Additionally, the CO shall retain copies of any written request for an impartial due process hearing, the IHO's notices to the parties, the evidence entered in the hearing, any transcript of the hearing, and the IHO's decision.

The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

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

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS
Code	po2260.02 (YES)
Status	From Neola
Legal	P.I. 13, Wis. Admin Code 115, Wis. Stats. 115.96, Wis. Stats. 118.13, Wis. Stats. 118.30(2), Wis. Stats. 20 U.S.C. 1703(f)

2260.02 - **SERVICES FOR BILINGUAL STUDENTS/ENGLISH LEARNERS**

The Board shall provide appropriate identification and transition services for District students who are identified as English learners. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum.

These services shall include the identification of students who are English Learners (ELs), the implementation of curricular and instructional modifications, the assessment of the EL student's academic progress, identification of EL students that achieve English Language Proficiency (ELP), and continued monitoring of ELP students. The degree of modification, the duration, and the type of services shall be determined individually and shall be based on the needs of each student.

If a sufficient number of the students identified with limited English proficiency are of the same language group to meet statutory requirements, the Board shall establish and implement a bilingual-bicultural education program as required by the law.

The Director of Student Services~~_____~~ shall be responsible for taking a count of limited-English proficient students in the District that shall be completed on or before March 1st of each school year. The District will also assess the language proficiency of such students and classify them by language group, grade level, age, and English language proficiency. The annual assessment will measure a student's oral language, reading, and writing skills in English.

The District shall submit the report of EL students to the Department of Public Instruction as required by law.

Assessing English Proficiency

Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child.

Identification of students requiring additional services as ELs will be identified by the District using the following process:

A. Every family who registers to attend the District for the first time will be asked to identify the primary language spoken in their home by the parents and by the child by completing a Home Language Survey ~~**( )** (see Form 2260.02 F1).~~

B. The student's prior academic records in or outside the United States will be reviewed to identify areas of concern where poor performance may be attributable to language barriers.

C. ~~**( )** If deemed appropriate, the student may undergo an academic assessment to confirm identification.~~

Students not initially identified as in need of EL services who are observed through classroom performance as exhibiting language barriers to educational achievement should be re-evaluated.

Students identified above must be given the formal evaluation screening test. Students that score less than ELP 5 on the test must be identified as EL and entered into the Wisconsin Information System for Educators (WISEdata) system.

The District will provide programs for ELs/Limited-English Proficient (LEP) students so they may become proficient in English while achieving academically.

Parental Notification and Consent

If a student is identified and assessed as EL and determined to be eligible for services, the District will send written notice to the student's parent within thirty (30) days of the start of the school year or within two (2) weeks of assessment (if the student is not identified prior to the beginning of the school year). Every effort will be made to obtain permission from the student's parent(s) to place the student in language instructional programming prior to the start of the school year or as soon as practicable after identification. The notice will include the information required by law.

No student will be placed in the EL Program without having received written permission from the student's parent(s). The notice to the parent(s) shall be in English and in the non-English language of the EL student. Additionally, the student's parent(s) will be given the opportunity to participate and provide input into the student's program and will be regularly informed of the student's progress. Finally, the student's parent(s) shall be given the opportunity to participate in the determination that their student has the language skills necessary to be socially and academically successful, as identified below, and the student may exit the program.

[x] The EL student's English proficiency assessment records shall be maintained by the District in accordance with State and Federal laws and District student records policies and procedures.

Assessing Academic Achievement and English Language Proficiency

An EL student may not be exempted from academic assessments based on their EL status. However, an EL student, who has been enrolled in a U.S. school for less than twelve (12) cumulative months, may be exempted during the first test administration. The District shall administer State-required tests to EL students unless a determination has been made that an individual student's results on the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills.

All EL students' assessment results, as well as a student's alternative assessment results, shall be communicated to the student's parent(s) and to the DPI as required by law.

EL students must annually be administered assessment testing for English proficiency determination. The District will update WISEdata if appropriate.

Exit Procedures

Once a student has been placed in the EL Program, the student will be provided with programs and services and will be evaluated on an annual basis until it is determined that the student has the language skills necessary to be socially and academically successful in age and grade-appropriate settings in all areas of language development without the use of adapted or modified English materials.

EL students with the language skills necessary to compete will:

A. understand and speak English in relation to the full range of demands of the classroom and the academic language needed to succeed;

B. read, comprehend and write English as evidenced by successful classroom performance and average District score on standardized achievement tests; and

C. meet or exceed District guidelines in their academic subjects.

Students may be identified as reaching these English proficiency standards by either:

A. receiving an ELP 5 or higher on an annual assessment, in which case the student is automatically classified as English Language Proficient in WISEdata; or

B. receiving an overall composite of 4.5-4.9 and re-evaluate with the Multiple Indicator Protocol ("MIP") to determine whether the student demonstrates full English proficiency. If choosing to use the MIP the District must implement it as described in the Department of Public Instruction's English Language Policy Handbook. ~~**[DRAFTING NOTE: The Multiple Indicator Protocol is a standardized tool for collecting evidence of a student's English language use within the classroom setting as supporting evidence of English proficiency.]**~~

Parents must be notified and consulted prior to the formal reclassification of a student. Parents who disagree with an ELP assessment shall be

~~**[NOTE: CHOOSE ONE OF THE FOLLOWING OPTIONS.]**~~

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

(x) given the opportunity to review the ELP assessment with the

(x) building principal.

~~**( )** District Administrator.~~

~~**( )** _____.~~

~~**[ ]** The _____ **[insert title of person selected above] ( )** shall **( )** may~~

~~**( )** recommend additional assessment.~~

~~**( )** permit the student to remain in the EL program **( )** for up to _____ additional weeks **( )** for an appropriate amount of time to be determined **[END OF OPTIONS]**.~~

~~**( )** provide the student with tutorial support for _____ weeks.~~

~~**( )** confirm the formal reclassification of the student.~~

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

~~**[District shall designate options for what to do if a parent disagrees with an assessment:]**~~

_____

_____

~~**[NOTE: END OF OPTIONS]**~~

Upon exit from the EL Program, the reclassification/exit decisions will be monitored and reviewed, and documentation maintained, for two (2) years. The MIP may be used as one (1) of the multiple monitoring indicators during those two (2) years. The documentation will include, at a minimum, grade level and two (2) or more pieces of evidence.

Re-entry

During the two (2) year monitoring period, if the student is unable to compete with mainstream English speakers in age and grade-appropriate settings in all areas of language development, the student will be allowed to re-enter a bilingual or EL program.

[x] The _____**Director of Pupil Services]** will be responsible for assuring that parents are involved in each entry, exit, and re-entry decision, that these guidelines are followed, and that EL reclassification/exit and the re-entry decisions abide by Department of Public Instruction standards.

Counseling Services for Students Who Are Limited English Proficient Students

The District believes that all students should have an opportunity to have the guidance of a counselor in course selection and career planning. A student who has limited English proficiency should be able to communicate their ambitions with a counselor so that there is no discrimination or bias in class placement or career planning. A counselor should not make any predictions of success or failure based on a student's classification as limited English proficient.

If any materials, interpreters, or resource people are used to recruit students to a particular career path or vocational choice, the counselors and teachers must be sure that such materials and/or presentations can be made accessible to a student, as well as a parent, who is limited English proficient.

If a counselor knows that a parent has limited English proficiency, and communication with a parent is necessary based upon concerns about their child, the counselor should attempt to utilize an interpreter to assist in a discussion regarding the matters being discussed.

[x To contact someone regarding limited English proficient please contact:

Joseph Gregret
Director of Student Services
715-748-2316
1065 West Broadway
Medford, WI 54451

~~(Name)~~

~~(School District Title)~~

~~(Telephone Number)~~

~~(Fax Number)~~

~~(Office Address)~~

~~(Name)~~

~~(School District Title)~~

~~(Telephone Number)~~

~~(Fax Number)~~

~~(Office Address)~~

Testing

The parent(s) of EL students shall be notified of student testing arrangements and of educational programs and services available to help their children improve their English language skills and academic achievement. The notifications shall be consistent with legal requirements and presented in such manner as to ensure that the student's parent(s) understands them.

The District shall assess the English proficiency and academic progress of EL students in accordance with legal requirements. Decisions regarding the administration of State-required tests to EL students shall be made on a case-by-case basis. Testing accommodations may be made based on student needs, provided the validity of the test is maintained. The District shall administer State-required tests to an EL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. Any EL student exempted from taking a State-required test shall be administered an alternative assessment approved by the Department of Public Instruction.

The results of both State-required tests and alternate assessments shall be consistent with District policies in making instructional, promotion, and graduation decisions. Test results may not be used as the sole criterion in re-classifying an EL student from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation, or eligibility for post-secondary education opportunities.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	TITLE I SERVICES
Code	po2261 (YES)
Status	From Neola
Legal	20 U.S.C. 2701 et seq., Elementary and Secondary Education Act of 1965 34 C.F.R. Part 200, et seq.

2261 - **TITLE I SERVICES**

The Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Elementary and Secondary Education Act of 1965, as amended.

The District Administrator shall prepare and present to the Department of Public Instruction (DPI) a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The District will periodically review and revise the plan, as necessary.

A. **Assessment**

The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.

B. **Scope**

Each school shall determine whether the funds will be used to upgrade the educational program of an entire school, in Title I schools that qualify as schoolwide schools, and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The schoolwide program, for an entire school and/or a Targeted Assistance School, shall include the components required by law as well as those agreed upon by participating staff and parents.

C. **Participation**

The Title I program shall be developed and evaluated in consultation with parents and professional staff members, including teachers, principals, other school leaders, paraprofessionals, specialized instructional support personnel, **(x)** charter school leaders ~~**[NOTE select if the District has charter schools]**~~, administrators, and other appropriate school personnel involved in its implementation.

Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1116 of the Act.

D. **Supplement Not Supplant and Comparability of Services**

Title I funds will be used only to supplement, not supplant, State and local funds. The District will document its compliance with the supplement not supplant provisions by using methodology provided by the Wisconsin DPI that ensures State and local funds are allocated to each school on the same basis, regardless of whether a school receives Title I funding.

The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance. The determination of the comparability of services may exclude State and local funds

expended for language instruction educational programs and the excess costs of providing services to children with disabilities as determined by the District. The determination of comparability of services will not take into account unpredictable changes in student enrollments or personnel assignments that occur after the beginning of a school year.

In order to achieve comparability of services, the District Administrator shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.

E. **Professional Development**

Members of the professional staff participate in the design and implementation of staff development activities that:

1. involve parents in the training, when appropriate;
2. combine and consolidate other available Federal and District funds;
3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
4. allocate part of the staff development to the following types of strategies:
    a. fostering gender-equitable education;
    b. meeting children's special needs;
    c. early childhood education;
    d. working effectively with parents;
    e. use of technology;
    f. performance-based student assessment;
5. provide opportunities for paraprofessionals to work toward certification as professional educators.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS
Code	po2261.01 (YES)
Status	From Neola
Legal	20 U.S.C. 6318 34 C.F.R. Part 200 et seq.

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

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

Each year the District Administrator shall work with parents and family members of children served in Title I Programs in order to jointly develop and agree upon a proposed written parent and family engagement policy to establish expectations for the involvement of such parents and family members in the education of their children. The proposed policy shall be reviewed and approved annually by the Board and distributed to parents and family members of children receiving Title I services. The proposed policy must establish the District's expectations and objectives for meaningful parent and family involvement, and describe how the School District will:

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

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

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

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

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

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

    3. strategies to support successful school and family interactions;

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

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

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

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

policy;

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

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

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

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

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

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

M. assist parents in helping their children in achieving the objectives of the program by such means as ensuring regular attendance, monitoring television-watching, providing adequate time and the proper environment for homework, guiding nutritional and health practices, and the like;

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

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

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

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

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

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

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

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

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

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

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

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

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

D. Parents of participating students must be provided with:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

centers);

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

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

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

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

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

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

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

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	TITLE I - PARENTS' RIGHT TO KNOW
Code	po2261.02 (YES)
Status	From Neola
Legal	20 U.S.C. 6311, Elementary and Secondary Education Act of 1965 34 C.F.R. Part 200 et seq.

2261.02- **TITLE I - PARENTS' RIGHT TO KNOW**

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, the District Administrator shall make sure that all parents of students in that school are notified that they may request, and the District will provide the following information on the student's classroom teachers:

A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.

B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

D. The qualifications of any paraprofessionals providing services to their child(ren).

E. In addition, the parents shall be provided:

1. information on the level of achievement of their child(ren) on the required State academic assessments;

2. timely notice if the parent's child has been assigned, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	DISTRICT AND SCHOOL REPORT CARD
Code	po2261.03 (YES)
Status	From Neola
Legal	34 C.F.R. 200.31 20 U.S.C. 6314

2261.03 - **DISTRICT AND SCHOOL REPORT CARD**

Each School District that receives Title I, Part A funds must prepare and publicly disseminate a report card on the performance and operations of the District. Report cards must be concise and presented in an understandable and uniform format that is developed in consultation with parents and accessible to persons with disabilities and, to the extent practicable, in a language that parents can understand. ~~**[Drafting Note: The District must make the report card meaningfully accessible to parents and stakeholders who are limited English proficient.]**~~

The report is provided by the Wisconsin Department of Public Instruction, and contains the information required by State and Federal law. The report includes 1) an overview section and 2) a detail section.

Report cards must begin with a clearly labeled overview section that is prominently displayed. The overview section of District report cards must include information on key metrics of State, District, and school performance and progress and is intended to help parents and other stakeholders quickly access and understand such information and provide context for the complete set of data included in the report.

~~**[DRAFTING NOTE: For k-12 Districts and Union High School Districts the language regarding high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort and performance on each measure within any School Quality or Student Success indicator used by the State are mandatory sections of the annual report card. For k-8 Districts, these sections may be omitted.]**~~
The overview section of the annual report card must include for the District as a whole and each school, if appropriate:

A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;

B. English language proficiency of English learners (i.e., the number and percentage of English learners achieving English language proficiency as measured by Wisconsin's English proficiency assessment);

C. performance on each measure within the Academic Progress indicator used by the State for elementary schools and secondary schools that are not high schools;

D. school identifying information, including student membership count and Title I participation status;

E. summative determination for each school;

F. whether the school was identified for comprehensive support and improvement or targeted support and improvement, and the reason(s) for such identification;

G. **(x)** high school graduation rates, including the four (4) year adjusted cohort and the extended year adjusted cohort;

H. **(x)** performance on each measure within any School Quality or Student Success indicator used by the State.

The overview section must include disaggregated data for specific student subgroups as required by the United States Department of Education (e.g., each major racial and ethnic group; children with disabilities; English learners; and economically disadvantaged students).

Report cards must include student achievement data overall and by grade, including the percentage of students at each level of achievement as determined by the State for all students and disaggregated by each major racial and ethnic group, gender, disability status, migrant status, English proficiency status, status as economically disadvantaged, status as a homeless student/youth, status as a child in foster care, and status as a student with a parent who is a member of the Armed Forces on active duty (which includes full-time National Guard duty). Data for these subgroups must be included in the detail section of report cards if it is not included in the overview section.

~~**[DRAFTING NOTE: For k-12 Districts and Union High School Districts the language regarding high school graduation rates, including the four (4) year adjusted cohort and the extended-year adjusted cohort and postsecondary enrollment rates for each high school are mandatory sections of the annual report card. For k-8 Districts, these sections may be omitted.]**~~

The details section of the District report card must include the remaining information required in the statute and applicable regulations. A District need not include information in the detail section of the report if it includes such information in the overview section. The annual report detail section must include, if appropriate:

A. student achievement data (i.e., the number and percentage of students at each level of achievement on the State mathematics, reading/language arts, and science assessments), including how achievement in the District compares to State as a whole and, for each school in the District, how that school compares to the District and the State as a whole;

B. percentages of students assessed and not assessed in each subject (i.e. participation rates on required assessments);

C. extent alternate assessments aligned with alternate academic achievements standards were used for students with the most significant cognitive disabilities (i.e., the number and percentage of students assessed using alternate academic achievement standards, by grade and subject);

D. as applicable, number and percentage of recently arrived English learners exempted from one administration of the reading/language arts assessments or whose results are excluded from certain State indicators;

E. information collected and reported in compliance with the Civil Rights Data Collection (CRDC) under 20 U.S.C. 3413(c)(1);

F. progress toward State-designed long-term goals for academic achievement, graduation rates, and English learners achieving English language proficiency (including measurements of interim progress);

G. level of performance on each indicator included in the State accountability system including, as applicable, results on each individual measure within each indicator not already included in the school overview section;

H. information on educator qualifications;

I. information on per-student expenditures (i.e., actual personnel and actual non-personnel; for the District as a whole and each school);

~~**[Drafting Note: The District and school report cards must include per-student expenditures of Federal, and State/local funds, disaggregated by source of funds; District expenditures not allocated to public schools; and the web address to the procedures for calculation.]**~~

J. State performance on the National Assessment of Educational Progress (NAEP) – math and reading, grades 4 and 8;

K. description and Results of State accountability system (the District may provide the web address or URL of, or a direct link to, a State plan or other location on the Wisconsin Department of Public Instruction's website to meet this requirement);

L. additional information best-suited to convey the progress of each school;

[Drafting Note: District report cards must include the following NAEP data: 1) the percentage of students at each NAEP achievement level (below basic, basic, proficient, and advanced) in the aggregate; 2) participation rate for students with disabilities; and 3) participation rate for English

learners.]

M. **(x)** high school graduation rates, including the four (4) year adjusted cohort, and the extended year adjusted cohort;

N. ~~**( )** postsecondary enrollment rates for each high school;~~

O. other information as required by the Wisconsin Department of Public Instruction.

When presenting data on a report card, the District shall protect the privacy of individuals and the privacy of personally identifiable information contained in students' education records in accordance with the Family Educational Rights and Privacy Act (FERPA) and Policy 8330 - Student Records.

The District's annual report card information must be made publicly available through such means as posting on the District's website and distribution to local media and public agencies. ~~**[Drafting Note: If the District does not operate a website, the District must make the report available to the public in another manner determined by the Board.]**~~

The Board will provide the school level overview directly to all parents in each school served by the District annually. ~~**[Drafting Note: The District may send the report card overview to the parents of students enrolled in each school in the District directly through the U.S. mail, via e-mail, or through other means such as sending the report card overview home to parents in the child's backpack or distribute the report card during parent-teacher conferences.]**~~

The data from the local report card is to be used by each of the schools and the District as a whole in revising and upgrading school and District improvement plans.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	CHILD CARE PROGRAMS
Code	po2262 (YES)
Status	From Neola
Legal	120.13(14)(36), 121.54(2), Wis. Stats

2262 **- CHILD CARE PROGRAMS**

The Board of Education is concerned about children who need an appropriate child care program to prepare them for school. In addition, the Board may provide **(x)** an after-school program, **(x)** supervision, **(x)** homework assistance, **(x)** enrichment activities to help the child be successful.

Such a program has serious implications for the children's general well-being as well as for their ability to benefit to the maximum extent possible from the school program.

The Board shall seek to provide appropriate programs and services for these children

(x) through the use of District staff and facilities.

~~**( )** by contracting for its facilities to be used by a properly licensed organization specializing in providing **( )** pre-school **( )** kindergarten **[END OF OPTION]** programs.~~

Funds may be expended for the program from the General Fund for:

A. **(x)** facilities and their maintenance;

B. **(x)** staff members to administer the program, provide the instruction, and/or to maintain the facilities;

C. **(x)** utilities furnished in conjunction with the program;

D. ~~**( )** transportation by regular school vehicles or contracted vehicles.~~

E. ~~**( )** _____.~~

The District Administrator shall establish administrative guidelines that will ensure that:

A. **(x)** staff members employed to administer the program and/or instruct the children have completed a successful criminal history records check as specified by Policy 3121;

B. ~~**( )** prior to the creation and approval of any day care program, parents and other members of the community are provided an opportunity to make recommendations on the content and operation of the program;~~

C. **(x)** programs and services are available to participating children

(x) prior to the start of the regular school day;

~~**( )** during the school day;~~

(x) after the normal school day;

The time periods should be scheduled so that a child may participate from the time s/he leaves a supervised environment until s/he may return to one.

D. ~~**( )** the major emphasis is on providing educational programs and activities that help the children learn how to function more effectively as learners in the school setting while, at the same time, coping better with the out-of-school factors that may interfere with their educational program;~~

E. ~~**( )** adequate attention is given to ensuring the children are being clothed and fed properly, exercising regularly, and learning how to maintain good physical and mental health;~~

F. ~~**( )** any organization(s) contracted with to provide these programs has acquired adequate liability insurance and is maintaining appropriate adult-child ratios, providing quality child care, and, in general, complying with guidelines established by the State and the District;~~

G. **(x)** parents are notified about the program and the procedures for enrollment;

H. ~~**( )** there is continuing assessment of the effectiveness of the program by staff, participating parents, and other concerned members of the public.~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES
Code	po2266 (YES) ready
Status	From Neola
Legal	19.21(6), Wis. Stats. 120.13, Wis. Stats. 948.01 et. seq., Wis. Stats. 20 U.S.C. 1092(F)(6)(A)(v) 20 U.S.C. 1400 et seq., The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) 20 U.S.C. 1681 et seq., Title IX of the Education Amendments of 1972 (Title IX) 34 C.F.R. Part 106 34 U.S.C. 12291(a)(8) 34 U.S.C. 12291(a)(10) 34 U.S.C. 12291(a)(30) 42 U.S.C. 1983 42 U.S.C. 2000c et seq., Title IV of the Civil Rights Act of 1964 42 U.S.C. 2000d et seq. 42 U.S.C. 2000e et seq. OCR's Revised Sexual Harassment Guidance (2001)

2266 – **NONDISCRIMINATION ON THE BASIS OF SEX IN EDUCATION PROGRAMS OR ACTIVITIES**

Introduction

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. ~~**[DRAFTING NOTE: In the Title IX regulations, the term "admission" refers to admission to postsecondary institutions (i.e., institutions of graduate higher education, institutions of undergraduate higher education, institutions of professional education, and institutions of vocational education); thus, if a K-12 school does not operate a vocational program (e.g., a school or institution that has as its primary purpose preparation of students to pursue a technical, skilled, or semiskilled occupation or trade, or to pursue study in a technical field, whether or not the school or institution offers certificates, diplomas, or degrees and whether or not it offers fulltime study), the K-12 school does not officially need to include "admission and" in the preceding sentence (and where that phrase is used throughout this policy); Neola, however, has elected to include it because all K-12 schools "enroll" students and often the term "enroll" is viewed as synonymous with the term "admit." Since K-12 schools cannot discriminate when enrolling students into the education programs or activities that they operate, it seems appropriate to include the term "admission."]~~ The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

Coverage

This policy applies to sexual harassment that occurs within the District's education programs and activities and that is committed by a Board employee, student, Third Party vendor or contractor, guest, or other members of the school community.

This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the Board's education programs and activities; such sexual misconduct/sexual activity may be prohibited by the Student Code of Conduct if committed by a student, or by Board policies and administrative guidelines, applicable State and/or Federal laws **(x)** and/or Employee/Administrator Handbook(s) ~~**[END OF OPTION]**~~ if committed by a Board employee.

Consistent with the U.S. Department of Education's implementing regulations for Title IX, this policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the District's education programs or activities. Sexual harassment that occurs outside the geographic boundaries of the United States is governed by the Student Code of Conduct if committed by a student, or by other applicable Board policies and administrative guidelines, applicable State and/or Federal laws **(x)** and/or Employee/Administrator Handbook(s) ~~**[END OF OPTION]**~~ if committed by a Board employee.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment.

Definitions

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

Sexual Harassment: "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "*quid pro quo*" harassment);

B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, ***and*** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or

C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

1. "Sexual assault" means any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent, and the "nonforcible" sex offenses of incest and statutory rape. Sexual assault includes rape, sodomy, sexual assault with an object, fondling, incest, and statutory rape.

    a. *Rape* is the carnal knowledge of a person (i.e., penetration, no matter how slight, of the genital or anal opening of a person), without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

    b. *Sodomy* is oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

c. *Sexual Assault with an Object* is using an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything used by the offender other than the offender's genitalia.

d. *Fondling* is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

e. *Incest* is nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by State law.

f. *Statutory Rape* is nonforcible sexual intercourse with a person who is under the statutory age of consent as defined by 948.02 or 948.09, Wis. Stats. or whose status as a student prohibits such sexual contact per 948.095, Wis. Stats.

g. ~~**( )** *Other Sexual Contact* includes the intentional emission of bodily fluids on the complainant, or at the direction of the Respondent, for the purposes of sexual gratification as defined in 940.225(5)(b), Wis. Stats.~~

h. *Consent* refers to words or actions that a reasonable person would understand as agreement to engage in the sexual conduct at issue. A person may be incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity. A person who is incapacitated is not capable of giving consent. ~~**[DRAFTING NOTE: The Title IX regulations do not require the Board to adopt a particular definition of "consent," but it is advisable to adopt a definition because "consent" is an element of each of the first four terms listed above. Since there are a number of different definitions of consent from which to choose, the Board should consult its local legal counsel concerning selecting a specific definition of consent that represents its position on the topic; the investigator(s) and decision-maker(s) will then uniformly apply the adopted definition.]**~~

i. *Incapacitated* refers to the state where a person does not understand and/or appreciate the nature or fact of sexual activity due to the effect of drugs or alcohol consumption, medical condition, disability, or due to a state of unconsciousness or sleep. ~~**[DRAFTING NOTE: Depending on the definition of "consent" that the Board adopts, it may be necessary to define "incapacitated" in the policy. If it is not defined in the policy, it should certainly be defined in the Administrative Guideline; even if defined in the policy, the Administrative Guideline provides an opportunity to expand on the concept of "consent" and what the Board means by the term "incapacitated."]**~~

2. "Domestic violence" includes felony or misdemeanor crimes of violence committed by:

   a. A current or former spouse or intimate partner of the victim;

   b. A person with whom the victim shares a child in common;

   c. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;

   d. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred; or

   e. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred.

3. "Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

4. "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Complainant: "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Respondent: "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Formal Complaint: "Formal complaint" means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the District investigate the allegation(s) of sexual harassment. At the time of filing a formal complaint with the District, a Complainant must be participating in or attempting to participate in the District's education program or activity. A "document filed by a complainant'' means a document or electronic submission (such as by electronic mail or through an online portal that the Board provides for this purpose) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party to the formal complaint and must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

Actual Knowledge: "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator, or any District official who has authority to institute corrective measures on behalf of the Board, or any Board employee. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the District. "Notice" includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator. This standard is not met when the only District official with actual knowledge is the Respondent. Imputation of knowledge-based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge.

Supportive Measures: "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, school/campus escort services, mutual restrictions of contact between the parties, changes in work locations), leaves of absence, increased security and monitoring of certain areas of the campus (including school buildings and facilities), ~~**( )** referral to Employee Assistance Program **[END OF OPTION]**~~, and other similar measures.

Education Program or Activity: "Education program or activity" refers to all operations of the District over which the Board exercises substantial control, including in-person and online educational instruction, employment, extra-curricular activities, athletics, performances, and community engagement, and outreach programs. The term applies to all activity that occurs on school grounds or on other property owned or occupied by the Board. It also includes events and circumstances that take place off-school property/grounds if the Board exercises substantial control over both the Respondent and the context in which the sexual harassment occurs.

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

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

Inculpatory Evidence: "Inculpatory evidence" is evidence that tends to establish a Respondent's responsibility for alleged sexual harassment.

Exculpatory Evidence: "Exculpatory evidence" is evidence that tends to clear or excuse a Respondent from allegations of sexual harassment.

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

Eligible Student: "Eligible student" means a student who has reached eighteen (18) years of age or is attending an institution of postsecondary education.

Title IX Coordinator(s)

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations: ~~**[DRAFTING NOTE: Neola suggests the Board consider appointing both a male and a female Title IX Coordinator. The Board must list either the Name *or* Title of the Title IX Coordinator; while the Board may list both the Name *and* Title, Neola suggests that the Board consider only listing the Title in this policy (so it does not need to revise/amend its policy whenever there is a change in the actual person(s) holding the designated position(s)), but list both the Name *and* Title in the requisite postings (e.g., website) and publications (e.g., handbooks) ( ) and in the Administrative Guideline.]**~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(District-issued E-mail Address)~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(District-issued E-mail Address)~~

Elizabeth Rachu
Director of Curriculum and Instruction
715-748-4620, 5522
124 W State St, Medford, WI 54451
rachuel@medford.k12.wi.us

Joseph Greget
Director of Special Education and Student Services
715-748-2316, 3324
1065 W Broadway, Medford, WI 54451
gregejo@medford.k12.wi.us

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to ~~**[ ]** the Board Attorney~~ **[x]** Board President ~~**[ ]** _____ **[END OF OPTIONS]**~~. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the Medford Area School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

~~*NAME(S)*~~

~~*TITLE(S)*~~

~~*PHONE NUMBER(S)*~~

~~*OFFICE ADDRESS(ES)*~~

~~*EMAIL ADDRESS(ES)*~~

Elizabeth Rachu
Director of Curriculum and Instruction
715-748-4620, 5522
124 W State St, Medford, WI 54451
rachuel@medford.k12.wi.us

Joseph Greget
Director of Special Education and Student Services
715-748-2316, 3324
1065 W Broadway, Medford, WI 54451
gregejo@medford.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: https://www.medford.k12.wi.us/ ~~_____ [insert the web address at which Policy 2266 can be found; or insert a hyperlink tied to the title of the policy]~~. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond. ~~**[DRAFTING NOTE: The above information could be utilized as the notice on the District's website, in each handbook, included on applications for admission, job applications, or any other place in which the District Administrator is required to prominently display a Title IX notification.]**~~

The District Administrator shall also prominently display the Title IX Coordinator's(s') contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

Grievance Process

The Board is committed to promptly and equitably resolving student and employee complaints alleging Sexual Harassment. The District's response to allegations of sexual harassment will treat Complainants and Respondents equitably, including providing supportive measures to the Complainant and Respondent, as appropriate, and following this grievance process before the imposition of any disciplinary sanctions or other actions, other than supportive measures, against the Respondent.

The Title IX Coordinator(s), along with any investigator(s), decision-maker(s), or any person(s) designated to facilitate an informal resolution process, shall not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

If a determination of responsibility for sexual harassment is made against the Respondent, the Board will provide remedies to the Complainant. The remedies will be designed to restore or preserve equal access to the District's education program or activity. Potential remedies include, but are not limited to, individualized services that constitute supportive measures. Remedies may also be disciplinary or punitive in nature and may burden the Respondent.

The Process described herein relates exclusively to complaints brought under this Policy. The District will continue to handle complaints subject to the District's other nondiscrimination and anti-harassment policies including: Policy 5517 - Student Anti-Harassment; Policy 5517.01 - Bullying; Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; and Policy 2260.01 - Section 504/ADA Prohibition Against Discrimination Based on Disability.

Report of Sexual Discrimination/Harassment

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail using the Title IX Coordinator's(s') contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report. Reports may be made at any time (including during non-business hours), by using the telephone number(s) or electronic mail address(es), or by mail to the office address(es), listed for the Title IX Coordinator(s). ~~**( )** Anonymous reports may be submitted using **( )** the online reporting form posted at _____ **[insert the web address for the reporting form, or insert a hyperlink tied to the phrase "online reporting form"] [OR] [ ]** the hotline reporting number _____ **[insert phone number]. [DRAFTING NOTE: Inclusion of this optional language is not recommended, however, it is recommended that the Title IX Coordinator(s) be trained on evaluation of anonymous reports to determine if sufficient information is provided so as to proceed under either this Policy or another related policy.]**~~

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee who will, in turn, notify the/a Title IX Coordinator. ~~**[DRAFTING NOTE: All Board employees are mandatory reporters pursuant to the Title IX regulations. Existing policy, however, also requires students and Board members to report any information they have concerning allegations of sex discrimination or sexual harassment. Neola suggests that the Board continue this additional requirement in this policy, along with the language encouraging other individuals to make such reports; this will coincide with similar requirements that are imposed on Board members and students in other nondiscrimination and anti-harassment policies. If the Board decides it does not want to go beyond the scope of the regulations for purposes of this policy, it should replace the first sentence of this paragraph with either of the following: "Board employees are required to report allegations of sex discrimination or sexual harassment promptly to the Title IX Coordinator." OR "Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who in turn will notify the/a Title IX Coordinator."]**~~ Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

If a report involves allegations of sexual harassment by or involving the Title IX Coordinator, the person making the report should submit it to the **(x)** District Administrator ~~**( )** other Title IX Coordinator **[END OF OPTIONS]**~~, or another Board employee who, in turn, will notify the **(x)** District Administrator ~~**( )** other Title IX Coordinator **[END OF OPTIONS]**~~ of the report. The **(x)** District Administrator ~~**( )** other Title IX Coordinator **[END OF OPTIONS]**~~ shall determine who will serve in place of the Title IX Coordinator for purposes of addressing that report of sexual harassment. ~~**[DRAFTING NOTE: If the District Administrator is the Title IX Coordinator, substitute ( ) _____ ( ) Board Attorney ( ) Board President in place of District Administrator.]**~~

The Board does business with various vendors, contractors, and other Third Parties who are not students or employees of the Board. Notwithstanding any rights that a given vendor, contractor, or Third Party Respondent may have under this policy, the Board retains the right to limit any vendor's, contractor's, or Third Party's access to school grounds for any reason. The Board further retains all rights it enjoys by contract or law to terminate its relationship with any vendor, contractor, or Third Party irrespective of any process or outcome under this policy.

A person may file criminal charges simultaneously with filing a formal complaint. A person does not need to wait until the Title IX investigation is completed before filing a criminal complaint. Likewise, questions or complaints relating to Title IX may be filed with the U.S. Department of Education's Office for Civil Rights at any time.

Any allegations of sexual misconduct/sexual activity not involving sexual harassment will be addressed through the procedures outlined in Board policies ~~**( )** and/or administrative guidelines, **[END OF OPTION]**~~ the applicable Student Code of Conduct, **(x)** or Employee/Administrator Handbook(s) ~~**[END OF OPTION]**~~.

Because the Board is considered to have actual knowledge of sexual harassment or allegations of sexual harassment if any Board employee has such knowledge, and because the Board must take specific actions when it has notice of sexual harassment or allegations of sexual harassment, a Board employee who has independent knowledge of or receives a report involving allegations of sex discrimination and/or sexual harassment must notify the/a Title IX Coordinator within two (2)

days of learning the information or receiving the report. ~~**[DRAFTING NOTE: The regulations do not specify within how many days the Board employee must notify the Title IX Coordinator of receiving a report of sexual harassment; Neola suggests "two (2) days". Alternatively, the Board could make this language more open-ended – e.g., "* * * must immediately/promptly notify the/a Title IX Coordinator of such information or report."]**~~ The Board employee must also comply with mandatory reporting responsibilities pursuant to 48.981, Wis. Stats. and Policy 8462 – Student Abuse and Neglect, if applicable. If the Board employee's knowledge is based on another individual bringing the information to the Board employee's attention and the reporting individual submitted a written complaint to the Board employee, the Board employee must provide the written complaint to the Title IX Coordinator.

If a Board employee fails to report an incident of sexual harassment of which the Board employee is aware, the Board employee may be subject to disciplinary action, up to and including termination.

When a report of sexual harassment is made, the Title IX Coordinator shall promptly (i.e., within two (2) days) ~~**[DRAFTING NOTE: The regulations do not define "promptly" or otherwise specify within how many days the contact has to be made; Neola suggests "two (2) days" of the Title IX Coordinator's receipt of the report of Sexual Harassment.]**~~ contact the Complainant (including the parent/guardian if the Complainant is under eighteen (18) years of age or under guardianship) to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the Complainant the process for filing a formal complaint. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Any supportive measures provided to the Complainant or Respondent shall be maintained as confidential, to the extent that maintaining such confidentiality will not impair the ability of the District to provide the supportive measures.

Emergency Removal: Subject to limitations and/or procedures imposed by State and/or Federal law, the District may remove a student Respondent from its education program or activity on an emergency basis after conducting an individualized safety and risk analysis. The purpose of the individualized safety and risk analysis is to determine whether the student Respondent poses an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment that justifies removal. If the District determines the student Respondent poses such a threat, it will so notify the student Respondent and the student Respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related District policies, including Policy 5120 - Assignment within District; Policy 5605 - Suspension/Expulsion of Students with Disabilities, and Policy 5610 – Suspension and Expulsion. ~~**[DRAFTING NOTE: The Board may substitute "District Administrator" or "Title IX Coordinator" in place of "District" in the first sentence. Alternatively, the District Administrator could designate, through the administrative guideline, one or more administrators, including the Title IX Coordinator, to make emergency removal decisions after conducting the individualized safety and risk analysis. In Wisconsin, emergency removals may only be imposed in the manner delineated in 120.13, Wis. Stats. Additionally, emergency removals must be conducted in compliance with the Individuals with Disabilities Education Improvement Act and/or Section 504 of the Rehabilitation Act of 1973.]**~~

If the Respondent is a non-student employee, the District may place the Respondent on administrative leave during the pendency of the grievance process. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements.

For all other Respondents, including other members of the School District community and Third Parties, the Board retains broad discretion to prohibit such persons from entering onto its school grounds and other properties at any time and for any reason, whether after receiving a report of sexual harassment or otherwise.

Formal Complaint of Sexual Harassment

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information set forth above ~~**( )** and by _____ **[DRAFTING NOTE: The Board may set forth additional method(s) by which a formal complaint may be filed (e.g., online portal submission)]**~~. If a formal complaint involves allegations of sexual harassment by or involving the Title IX Coordinator, the Complainant should submit the formal complaint to the **(x)** District Administrator, who will designate another person to serve in place of the Title IX Coordinator for the limited purpose of implementing the grievance process with respect to that formal complaint ~~**( )** the other Title IX Coordinator who will then proceed with the grievance process with respect to that formal complaint **[END OF OPTIONS]**. **[DRAFTING NOTE: If the District Administrator is the Title IX Coordinator, substitute ( ) _____ ( ) Board Attorney ( ) Board President in the preceding sentence in place of District Administrator.]**~~

The Complainant's wishes with respect to whether a formal complaint is filed will be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

When the Title IX Coordinator receives a formal complaint or signs a formal complaint, the District will follow its grievance process, as set forth herein. Specifically, the District will undertake an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.

It is a violation of this policy for a Complainant(s), Respondent(s), and/or witness(es) to knowingly making false statements or knowingly submitting false information during the grievance process, including intentionally making a false report of sexual harassment or submitting a false formal complaint. The Board will not tolerate such conduct, which is a violation of the Student Code of Conduct **(x)** and the Employee/Administrator Handbook. ~~**[DRAFTING NOTE: The Board should confirm/verify that its Student Code of Conduct and any Employee/Administrator Handbook(s) include a prohibition against intentionally making a false report, submitting a false formal complaint, or making a false statement or submitting false information during a Title IX grievance process. Such misconduct should be a sanctionable offensive pursuant to the Student Code of Conduct and Employee/Administrator Handbook(s).]**~~

The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Timeline

The District will seek to conclude the grievance process within ninety (90) calendar days of receipt of the formal complaint, followed by the appeal process which shall be processed in a timely manner. ~~**[DRAFTING NOTE: The Title IX regulations do not specify a deadline for completing the grievance process; Neola suggests ninety (90) calendar days based on the requirements found in PI 9 relative to investigations pursuant to 118.13, Wis. Stats. and Policy 5517 - Student Anti-Harassment.]**~~

If the Title IX Coordinator offers informal resolution processes, the informal resolution processes may not be used by the Complainant or Respondent to unduly delay the investigation and determination of responsibility. The timeline, however, may be subject to a temporary delay of the grievance process or a limited extension for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action, except that any complaint covered by Policy 5517 - Student Anti-Harassment as well must comply with the timelines in that Policy, however, an investigation may still proceed as required under this Policy. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; and the need for language assistance or an accommodation of disabilities. **[**~~**DRAFTING NOTE: The Board should consult with its local legal counsel on a case-by-case basis to determine whether there may be other reasons/good cause for a delay or extension of time – e.g., the complexity and severity of the matter, or school breaks.]~~ **(x)** The Title IX Coordinator will provide the parties with reasonable updates on the status of the grievance process ~~**[END OF OPTION]**~~.

Upon receipt of a formal complaint, the Title IX Coordinator will provide written notice of the following to the parties who are known:

A. Notice of the Board's grievance process, including any informal resolution processes;

B. Notice of the allegations of misconduct that potentially constitutes sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice must:

1. include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;

2. inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence;

3. inform the parties of any provision in the Student Code of Conduct **(x)**, this policy, **(x)** and/or Employee/Administrator Handbook ~~**[DRAFTING NOTE: While the Title IX regulations only reference "code of conduct" Neola suggests that the Board reference other applicable documents that expressly prohibit an individual from making false statements or knowingly submitting false information as part of the grievance process]**~~ that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

~~**[DRAFTING NOTE: The Title IX regulations do not define "upon receipt" or otherwise specify within how many days the notice must be sent; Neola suggests the Title IX Coordinator send the notice within "two (2) days" of receipt of the formal complaint; this suggestion is memorialized in the corresponding administrative guideline. Please note, however, that it could be argued that the notice should be sent sooner. Regardless, the Title IX Coordinator should have a template notice form available that can be quickly completed with the requisite information after receipt of the formal complaint.]**~~

If during the course of the investigation, the investigator becomes aware of allegations about the Complainant or Respondent that are not included in the original notice provided to the parties, the investigator will notify the Title IX Coordinator and the Title IX Coordinator will decide whether the investigator should investigate the additional allegations; if the Title IX Coordinator decides to include the new allegations as part of the investigation, the Title IX Coordinator will provide notice of the additional allegations to the parties whose identities are known.

Dismissal of a Formal Complaint

The District shall investigate the allegations in a formal complaint *unless* the conduct alleged in the formal complaint:

A. would not constitute sexual harassment (as defined in this policy) even if proved;

B. did not occur in the District's education program or activity; or

C. did not occur against a person in the United States.

If one of the preceding circumstances exist, the Title IX Coordinator *shall* dismiss the formal complaint. If the Title IX Coordinator dismisses the formal complaint due to one of the preceding reasons, the District may still investigate and take action with respect to such alleged misconduct pursuant to another provision of an applicable code of conduct, Board policy, **( )** and/or Employee/Administrator Handbook.

The Title IX Coordinator *may* dismiss a formal complaint, or any allegations therein, if at any time during the investigation **( )** or hearing: ~~**[DRAFTING NOTE: The Board may, but need not, provide for a hearing before the decision-maker(s) reaches a determination of responsibility under this policy. Neola suggests that the Board not provide for a hearing, but if the Board will permit hearings, they should select this option. See sub-heading Determination of Responsibility for more detail regarding hearings.]**~~

A. a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein;

B. the Respondent is no longer enrolled in the District or employed by the Board; or

C. specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

If the Title IX Coordinator dismisses a formal complaint or allegations therein, the Title IX Coordinator must promptly send written notice of the dismissal and the reason(s) therefor simultaneously to the parties.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one (1) Respondent, or by more than one (1) Complainant against one (1) or more Respondents, or by one (1) party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where a grievance process involves more than one (1) Complainant or more than one (1) Respondent, references in this policy to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

~~**[DRAFTING NOTE: The Board may adopt provisions, rules, or practices other than those required by the Title IX regulations as part of its grievance process for handling formal complaints of sexual harassment, provided they apply equally to both parties and do not violate the language in the regulations. The Board should discuss this option with its local legal counsel.]**~~

Informal Resolution Process

Under no circumstances shall a Complainant be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, to waive any right to an investigation and adjudication of a formal complaint of sexual harassment. Similarly, no party shall be required to participate in an informal

resolution process.

If a formal complaint is filed, the Title IX Coordinator may offer to the parties an informal resolution process. If the parties mutually agree to participate in the informal resolution process, the Title IX Coordinator shall designate a trained individual to facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. The informal resolution process may be used at any time prior to the decision-maker(s) reaching a determination regarding responsibility.

If the Title IX Coordinator is going to propose an informal resolution process, the Title IX Coordinator shall provide to the parties a written notice disclosing:

A. the allegations;

B. the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and

C. any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the Formal Complaint.

Before commencing the informal resolution process, the Title IX Coordinator shall obtain from the parties their voluntary, written consent to the informal resolution process.

During the pendency of the informal resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended.

The informal resolution process is not available to resolve allegations that a Board employee **(x)** or another adult member of the School District community or Third Party ~~**[END OF OPTION]**~~ sexually harassed a student. ~~**[DRAFTING NOTE: The Title IX regulations prohibit the use of an informal resolution process when the allegations involve a Board employee sexually harassing a student; Neola suggests that it also may not be appropriate to use informal resolution processes when a Third Party is alleged to have sexually harassed a student. Since this is not a requirement, it is offered as an option. If the optional language is not selected, the Board retains the discretion to use informal resolution processes as may be determined appropriate by the Title IX Coordinator on a case-by-case basis.]**~~

(x) The informal resolution process is not available to resolve allegations involving a sexual assault involving a student Complainant and a student Respondent. ~~**[DRAFTING NOTE: While this language is not required by the Title IX regulations, Neola suggests the Board select this option because of the severity of this type of sexual harassment.]**~~

Investigation of a Formal Complaint of Sexual Harassment

In conducting the investigation of a formal complaint and throughout the grievance process, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility is on the District, not the parties.

In making the determination of responsibility, the decision-maker(s) is (are) directed to use the **(x)** preponderance of the evidence standard ~~**( )** clear and convincing evidence standard **[END OF OPTIONS]**~~. The decision-maker(s) is charged with considering the totality of all available evidence, from all relevant sources.

~~**[DRAFTING NOTE: Neola suggests the Board adopts the "preponderance of the evidence standard." The preponderance of the evidence standard is an equitable standard of proof and the legal standard by which most civil lawsuits, including civil rights claims, are adjudicated in the United States. This standard requires the decision-maker(s) to determine that there is a greater than fifty percent (50%) likelihood (i.e., it is more probable/likely than not) that the Respondent engaged in the alleged sexual harassment.**~~

~~**The "clear and convincing evidence standard," on the other hand, is a higher standard of evidence, in which the District would need to show to the decision-maker(s) that the truth of the allegations is highly probable (i.e., that the contention is substantially more likely to be true than untrue). Some argue that using the clear and convincing standard may skew the playing field toward the Respondent by enhancing protection for the Respondent at the expense of the Complainant.**~~

~~**The same standard of evidence must be applied for formal complaints against students as is applied to formal complaints against employees, and the same standard of evidence must be used for all formal complaints of sexual harassment. The Board should discuss this option with its local legal counsel.]**~~

The District is not permitted to access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the party provides the District with voluntary, written consent to do so; if a student party is not an eligible student, the District must obtain the voluntary, written consent of a parent.

Similarly, the investigator(s) and decision-maker(s) may not require, allow, rely upon or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege in writing.

As part of the investigation, the parties have the right to:

A. present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence; and

B. have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney. The District may not limit the choice or presence of an advisor for either the Complainant or Respondent in any meeting or grievance proceeding.

C. ~~**( )** The District establishes the following restrictions, which apply equally to both parties, regarding the extent to which an advisor may participate in the proceedings.~~

   ~~Limit the advisor from:~~

   1. ~~questioning the other party,~~
   2. ~~answering questions on behalf of any party, and~~
   3. ~~disrupting the investigation process.~~

   ~~**[DRAFTING NOTE: The Board should consult with its local legal counsel concerning any restrictions it may want to place on an advisor's participation in the proceedings, including rules of decorum. This topic is also addressed in AG 2266.]**~~

D. **(x)** Whether a person is allowed to audio record or video record any meeting or grievance proceeding will be consistent with the procedures established in Board Policy 2461 – Recording of IEP Team Meetings.

Neither party shall be restricted in their ability to discuss the allegations under investigation or to gather and present relevant evidence.

The District will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all ~~**( )** hearings, **[DRAFTING NOTE: Select this option if the Board permits hearings.]**~~ investigative interviews, or other meetings, with sufficient time for the party to prepare to participate. **(x)** The investigator(s) and decision-maker(s) must provide a minimum of ~~_____~~three days' notice with respect to investigative interviews and other meetings ~~**( )** and _____ days' notice with respect to hearings **[END OF OPTION]. [DRAFTING NOTE: The Board should consult with its local legal counsel concerning whether to set a minimum amount of advance notice – i.e., define "sufficient time"; Neola suggests a minimum of three (3) days' advance notice for hearings and one (1) day's advanced notice for investigative interviews and other meetings.]**~~

Both parties shall have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.

Prior to completion of the investigative report, the ~~**( )** investigator~~ **(x)** Title IX Coordinator ~~**[END OF OPTIONS]**~~ will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least ten (10) calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report. ~~**[DRAFTING NOTE: The Board should select the following**~~

~~**option if it provides for a hearing before the decision-maker] ( )** The District will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination. **[END OF OPTION]**~~

At the conclusion of the investigation, the investigator shall create an investigative report that fairly summarizes relevant evidence and send the report to each party and the party's advisor, if any, for their review and written response. The investigator will send the investigative report in an electronic format or a hard copy, at least ten (10) calendar days prior to ~~**[DRAFTING NOTE: Select one (1) of the following two (2) options. The Board should select the second option if it is providing a hearing or permitting the decision-maker(s) to decide whether to conduct a hearing on a case-by-case basis.]**~~

(x) the decision-maker(s) issuing a determination regarding responsibility.

~~**( )** a hearing or the decision-maker(s) issuing a determination regarding responsibility.~~

Determination of Responsibility

The Title IX Coordinator shall appoint a decision-maker(s) to issue a determination of responsibility. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator(s) or the investigator(s).

~~**[DRAFTING NOTE: The Board may, but need not, provide for a hearing before the decision-maker(s) reaches a determination of responsibility. Neola suggests that the Board not provide for a hearing. If the Board decides not to provide for a hearing, the Board should select OPTION 1; if the Board elects to provide a hearing or to provide the decision-maker(s) with the discretion to conduct a hearing on a case-by-case basis, the Board should select OPTION 2. Additionally, if the Board operates a vocational program (see the Drafting Note contained in the first paragraph for the definition of "vocational program"), Neola suggests that the Board consult its local legal counsel concerning whether it must provide for a live hearing related to formal complaints involving parties associated with the vocational program. If the Board determines with its legal counsel, that it must provide for a live hearing is should select Option E of Option 2, at least with respect to formal complaints involving parties involved in the vocational program (i.e., it does not need to provide for a live hearing for its regular K-12 education programs and activities that it operates.]**~~

[x] ~~**[OPTION 1]**~~

After the investigator sends the investigative report to the parties and the decision-maker(s), and before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the question of any decision to exclude a question as not relevant.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

~~**[END OF OPTION 1 - DRAFTING NOTE: If Option 1 is selected proceed to [END OF OPTION 2] and commence with *Determination Regarding Responsibility***~~

~~**[ ] [OPTION 2 – NOTE: Option 2 is inclusive of all Letter Options (A) – (E)]**~~

After the investigator sends the investigative report to the parties and the decision-maker(s), and prior to the decision-maker(s) issuing a determination of responsibility, the decision-maker(s) **( )** may **( )** will **[END OF OPTIONS]** conduct a hearing.

~~**[DRAFTING NOTE: Select Option A or Option B. If the Board selects "may," it should select Option A; if it selects "will," it should select Option B.]**~~

[x] [Option A]

If the decision-maker(s) decides not to conduct a hearing, the decision-maker(s) will state in writing the reason for not conducting a hearing and provide that explanation to the parties. Additionally, before the decision-maker(s) reaches a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written,

relevant questions that a party wants to be asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

If the decision-maker(s) elects to conduct a hearing, the hearing will proceed as follows:

~~**[END OF OPTION A]**~~

~~**[ ] [Option B]**~~

~~The hearing will proceed as follows:~~

~~**[END OF OPTION B]**~~

~~**[DRAFTING NOTE: Select Option C or Option D or Option E; Neola suggests Option C. The Board should discuss this option with its local legal counsel.]**~~

~~**[ ] [OPTION C]**~~

~~At the hearing, the decision-maker(s) will allow each party or each party's advisor to submit relevant questions to the decision-maker(s) who will ask the questions to the other party and any witnesses. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Only relevant cross-examination and other questions, including follow-up questions and questions challenging credibility, will be permitted. Such cross-examination and questioning at the live hearing shall be conducted orally and in real-time.~~

~~**( )** If a party does not have an advisor present at the live hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to submit questions on behalf of that party.~~

~~**[END OF OPTION C]**~~

~~**[ ] [OPTION D]**~~

~~Prior to commencing the hearing, the decision-maker(s) will decide whether to allow each party's advisor to ask questions directly of the other party and any witnesses, or instead to have the questions submitted to the decision-maker(s) who will ask the other party and any witnesses the questions.~~

~~If the decision-maker(s) permits each party's advisor to ask the other party and any witnesses relevant questions and follow-up questions, including questions challenging credibility, such cross-examination at the live hearing will be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally. If the decision-maker(s) permit each party's advisor to ask questions directly to the other party and any witnesses, the decision-maker(s) shall not restrict the extent to which advisors may participate in the hearing.~~

~~If, on the other hand, the decision-maker(s) decides to have each party's advisor (or the party, if the party does not have an advisor) submit relevant questions to the decision-maker(s), the decision-maker will ask the questions to the other party and any witnesses. Such cross-examination at the hearing will be conducted orally and in real-time by the decision-maker(s) based upon questions submitted by a party's advisor or the party.~~

~~Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.~~

~~If the decision-maker(s) permits the parties' advisors to ask the questions directly, and a party does not have an advisor present at the live hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.~~

~~**( )** If the decision-maker(s) decides not to have the parties' advisors ask the questions directly, and a party does not have an advisor present at the hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to submit questions on behalf of that party.~~

~~**[END OF OPTION D]**~~

~~**[ ] [OPTION E]**~~

~~At the live hearing, the decision-maker(s) shall permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally; notwithstanding anything to the contrary in this policy, the decision-maker shall not restrict the extent to which advisors may participate in the hearing.~~

~~Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.~~

~~**( )** If a party does not have an advisor present at the live hearing, the District will provide, without fee or charge to that party, an advisor of the District's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.~~

~~**[END OF OPTION E]**~~

~~Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.~~

~~Hearings may be conducted with all parties physically present in the same geographic location or, at the discretion of the **( )** decision-maker(s) **( )** Title IX Coordinator(s) **[END OF OPTIONS]**, any or all parties, witnesses, and other participants may appear at the hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the decision-maker shall provide for the hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or witness answering questions. The District will create an audio or audiovisual recording, or transcript, of any hearing and make it available to the parties for inspection and review.~~

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

Determination regarding responsibility: The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) must apply the **(x)** preponderance of the evidence standard ~~**( )** clear and convincing evidence standard **[END OF OPTIONS]**. **[DRAFTING NOTE: Be sure to select the evidence standard selected previously (i.e., above).]**~~

The written determination will include the following content:

A. Identification of the allegations potentially constituting sexual harassment pursuant to this policy;

B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, [and] methods used to gather other evidence, ~~**( )** and hearings held; **[DRAFTING NOTE: The Board should only select this option if it permits hearings.]**~~

C. Findings of fact supporting the determination;

D. Conclusions regarding the application of the applicable code of conduct to the facts;

E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the decision-maker(s) is recommending that the District impose on the Respondent(s) and whether remedies designed to restore or preserve equal access to the District's education program or activity should be provided by the District to the Complainant(s); and

F. The procedures and permissible bases for the Complainant(s) and Respondent(s) to appeal.

[x] [OPTION 1]

Informal or formal disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment).

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

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

~~Disciplinary sanctions/consequences may be imposed on a student Respondent who is determined responsible for violating this policy (i.e., engaging in sexual harassment) including but not limited to:~~

A. ~~Informal Discipline~~

1. ~~**( )** writing assignments;~~
2. ~~**( )** changing of seating or location;~~
3. ~~**( )** pre-school, **( )** lunchtime, **( )** after-school detention;~~
4. ~~**( )** in-school discipline;~~
5. ~~**( )** Saturday school.~~

B. ~~Formal Discipline~~

1. ~~**( )** suspension of bus riding/transportation privileges;~~
2. ~~**( )** removal from co-curricular and/or extra-curricular activity(ies), including athletics;~~
3. ~~**( )** emergency removal;~~
4. ~~**( )** suspension for up to five (5) school days;~~
5. ~~**( )** suspension for up to fifteen (15) consecutive school days if a notice of expulsion hearing has been sent;~~
6. ~~**( )** suspension for up to ten (10) consecutive school days for each incident if the student is eligible for special education services under Chapter 115, Wis. Stats.;~~
7. ~~**( )** expulsion;~~
8. ~~**( )** permanent exclusion from co-curricular and/or extra-curricular activity(ies), including athletics or current class enrollment; and~~
9. ~~**( )** any other sanction authorized by the Student Code of Conduct.~~

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

If the decision-maker(s) determines the student Respondent is responsible for violating this policy (i.e., engaging in Sexual Harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with Policy 5605 – Suspension/Expulsion of Students with Disabilities, Policy 5610 – Suspension and Expulsion, ~~**( )** Policy 5610.01 – Alternative Expulsion Hearing Procedure **[END OF OPTION]**~~, and Policy 5610.02 – In-School Discipline. The discipline of a student Respondent must comply with the applicable provisions of the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

Disciplinary sanctions/consequences may be imposed on an employee Respondent who is determined responsible for violating this policy including, but not limited to (i.e., engaging in Sexual Harassment):

A. **(x)** oral or written warning;

B. **(x)** written reprimands;

C. **(x)** performance improvement plan;

D. **(x)** required counseling;

E. **(x)** required training or education;

F. ~~( ) demotion;~~

G. ~~( ) suspension with pay;~~

H. **(x)** suspension without pay;

I. **(x)** termination, and any other sanction authorized by any applicable Employee/Administrator Handbook.

If the decision-maker(s) determines the employee Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the District Administrator of the recommended remedies, so an authorized administrator can consider the recommendation(s) and implement an appropriate remedy(ies) in compliance with applicable due process procedures, whether statutory or contractual. If the District Administrator is the Respondent, the Title IX Coordinator will notify the ~~( )~~ Board Attorney **(x)** Board President ~~**[END OF OPTIONS]**~~ of the recommended remedies for consideration and, if necessary and appropriate, implementation in compliance with applicable due process procedures, whether statutory or contractual. ~~**[DRAFTING NOTE: The Board should review applicable policy(ies)/administrative guidelines/employee handbooks to determine whether changes are needed to stated timelines related to the imposition of discipline as a result of possible delays caused by the Board's obligation to follow this grievance process.]**~~

The discipline of an employee will be implemented in accordance with Federal and State law, and Board policy.

The following disciplinary sanctions/consequences may be imposed on a non-student/non-employee member of the School District community or Third Party determined responsible for violating this policy (i.e., engaging in sexual harassment):

A. **(x)** oral or written warning;

B. **(x)** suspension or termination/ cancellation of the Board's contract with the Third Party vendor or contractor;

C. **(x)** mandatory monitoring of the Third Party while on school property and/or while working/interacting with students;

D. **(x)** restriction/prohibition on the Third Party's ability to be on school property; and

E. **(x)** any combination of the same.

If the decision-maker(s) determines the Third Party Respondent is responsible for violating this policy (i.e., engaging in sexual harassment), the decision-maker(s) will recommend appropriate remedies, including the imposition of sanctions. The Title IX Coordinator will notify the District Administrator of the recommended remedies so appropriate action can be taken.

The decision-maker(s) will provide the written determination to the Title IX Coordinator who will provide the written determination to the parties simultaneously.

In ultimately imposing a disciplinary sanction/consequence, the District Administrator (or the Board when the District Administrator is the Respondent) will consider the severity of the incident, previous disciplinary violations (if any), and any mitigating circumstances. If the Respondent is a member of the Board, that member of the Board shall be excluded from any determination regarding the imposition of a disciplinary sanction/consequence by the remaining Board members.

The District's resolution of a formal complaint ordinarily will not be impacted by the fact that criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

At any point in the grievance process, the District Administrator may involve local law enforcement and/or file criminal charges related to allegations of sexual harassment that involve a sexual assault.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

Appeal

Both parties have the right to file an appeal from a determination regarding responsibility or from the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, on the following bases:

A. Procedural irregularity that affected the outcome of the matter (e.g., material deviation from established procedures);

B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant(s) or Respondent(s) that affected the outcome of the matter.

~~**[DRAFTING NOTE: The Board may insert additional grounds on which an appeal may be filed.]**~~

D. ~~**( )** The recommended remedies (including disciplinary sanctions/consequences) are unreasonable in light of the findings of fact (i.e., the nature and severity of the sexual harassment);~~

E. ~~**( )** _____~~

(x) The Complainant(s) may not challenge the ultimate disciplinary sanction/consequence that is imposed.

Any party wishing to appeal the decision-maker(s)'s determination of responsibility, or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein, must submit a written appeal to the Title IX Coordinator within ~~_____~~five (~~___~~5) days after receipt of the decision-maker(s)'s determination of responsibility or the Title IX Coordinator's dismissal of a formal complaint or any allegations therein. ~~**[DRAFTING NOTE: Neola suggests that the deadline for submitting a written appeal be set at "within five (5) days" of the appealing party's receipt of the decision-maker's(s') determination of responsibility.]**~~

Nothing herein shall prevent the District Administrator (or the Board when the District Administrator is the Respondent) from implementing appropriate remedies, excluding disciplinary sanctions, while the appeal is pending.

As to all appeals, the Title IX Coordinator will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

The decision-maker(s) for the appeal shall not be the same person(s) as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator(s). The decision-maker(s) for the appeal shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant(s) or Respondent(s) and shall receive the same training as required of other decision-makers.

Both parties shall have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. ~~**[DRAFTING NOTE: Select OPTION 1, OPTION 2, OPTION 3, or OPTION 4.]**~~

~~**[ ] [OPTION 1]** The decision-maker(s) for the appeal shall determine when each party's written statement is due. **[END OF OPTION 1]**~~

[x] ~~**[OPTION 2]**~~ The parties' written statements in support of, or challenging, the determination of responsibility must be submitted within _____five days after the Title IX Coordinator provides notice to the non-appealing party of the appeal. ~~**[END OF OPTION 2]**~~

~~**[ ] [OPTION 3]** The appealing party's written statement must be submitted within _____ days after the Title IX Coordinator receives notice of the appeal. The other party's written statement must be submitted within _____ days after the Title IX Coordinator provides that party a copy of the appealing party's written statement. **( )** The appealing party will have ____ days to submit a rebuttal to the other party's written statement. **[DRAFTING NOTE: Neola does not suggest that the Board select this extra option.] [END OF OPTION 3]**~~

~~**[ ] [OPTION 4]** Specifically, the appealing party must submit with the notice of appeal a written statement challenging the determination of responsibility. The nonappealing party shall have up to _____ days after receipt of the appealing party's written statement to submit a written statement in support of the determination of responsibility. **[END OF OPTION 4]**~~

~~**[DRAFTING NOTE: Neola suggests that the deadline for both parties to submit a written statement pursuant to OPTION 2 be set at "within five (5) days" of the Title IX Coordinator providing notice to the non-appealing party of the appeal.**~~

~~**If the Board selects OPTION 3, Neola suggests that the party's respective written statements be submitted within three (3) days of the triggering event (i.e., submission of the notice of appeal for the appealing party, and receipt of the appealing party's written statement for the nonappealing party), and if the Board selects the extra option in OPTION 3, Neola suggests the appealing party only have two (2) days after receipt of the non-appealing party's written statement to submit the rebuttal. Alternatively, in order to expedite the appeal, the**~~

~~**Board could select OPTION 4 and require the appealing party to submit their written statement challenging the determination of responsibility at the same time they submits a notice of appeal. The nonappealing party would then be permitted to submit a written statement in support of the determination of responsibility within the same number of days that the appealing party had to submit the notice of appeal/statement challenging the determination of responsibility (e.g., three or five days, depending on the appeal deadline selected above.]**~~

The decision-maker(s) for the appeal shall issue a written decision describing the result of the appeal and the rationale for the result. The original decision-maker's(s') determination of responsibility will stand if the appeal request is not filed in a timely manner or the appealing party fails to show clear error and/or a compelling rationale for overturning or modifying the original determination. The written decision will be provided to the Title IX Coordinator who will provide it simultaneously to both parties. The written decision will be issued within ~~_____~~ fivedays of when the parties' written statements were submitted. ~~**[DRAFTING NOTE: Neola suggests that the deadline for the decision-maker(s) of the appeal to issue the final decision be set at "within five (5) days" of the date the parties submitted their written statements, or the date a last written statement is submitted pursuant to Option 3 or Option 4.]**~~

The determination of responsibility associated with a formal complaint, including any recommendations for remedies/disciplinary sanctions, becomes final when the time for filing an appeal has passed or, if an appeal is filed, at the point when the decision-maker(s) for the appeal's decision is delivered to the Complainant and the Respondent. **(x)** No further review beyond the appeal is permitted. ~~**[END OF OPTION]**~~

Retaliation

Neither the Board nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation ~~**( )** and/or hearing **[DRAFTING NOTE: Select this option if the Board permits hearings.], [END OF OPTION]**~~ is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Complaints alleging retaliation may be filed according to the grievance process set forth above.

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

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

Confidentiality

The District will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, or FERPA's regulations, and State law under 118.12, Wis. Stats., 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the District's obligation to maintain confidentiality shall not impair or otherwise affect the Complainant's and Respondent's receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Application of the First Amendment

The Board will construe and apply this policy consistent with the First Amendment to the U.S. Constitution. In no case will a Respondent be found to have committed Sexual Harassment based on expressive conduct that is protected by the First Amendment.

Training

The District's Title IX Coordinator, along with any investigator(s), decision-maker(s), or person(s) designated to facilitate an informal resolution process, must receive training on:

A. the definition of sexual harassment (as that term is used in this policy);

B. the scope of the District's education program or activity;

C. how to conduct an investigation and implement the grievance process ~~**( )** that includes hearings, **[DRAFTING NOTE: Select this option if the Board permits hearings.]**~~ appeals and informal resolution processes, as applicable; and

D. how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interests, and bias.

[x] All Board employees will be trained concerning their legal obligation to report sexual harassment to the Title IX Coordinator. This training will include practical information about how to identify and report sexual harassment. ~~**[DRAFTING NOTE: While the Title IX regulations do not specifically require this training, it is critical that the Board train all of the employees concerning this legal obligation since the Board will be considered to have "actual knowledge" of Sexual Harassment if any Board employee has notice of such conduct.]**~~

Recordkeeping

As part of its response to alleged violations of this policy, the District shall create, and maintain for a period of seven (7) calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a Complainant with supportive measures, then the District will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

The District shall maintain for a period of seven (7) calendar years the following records pursuant to 19.21(6), Wis. Stats.:

A. Each sexual harassment investigation including any determination regarding responsibility ~~**( )** and any audio or audiovisual recording or transcript that is made of any hearing **[DRAFTING NOTE: Select this option if the Board permits live hearings.]**~~, any disciplinary sanctions recommended and/or imposed on the Respondent(s), and any remedies provided to the Complainant(s) designed to restore or preserve equal access to the District's education program or activity;

B. Any appeal and the result therefrom;

C. Any informal resolution and the result therefrom; and

D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process.

The District will make its training materials publicly available on its website. ~~**( )** If a person is unable to access the District's website, the Title IX Coordinator will make the training materials available upon request for inspection by members of the public.~~

Outside Appointments, Dual Appointments, and Delegations

The Board retains the discretion to appoint suitably qualified persons who are not Board employees to fulfill any function of the Board under this policy, including, but not limited to, Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The Board also retains the discretion to appoint two (2) or more persons to jointly fulfill the role of Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor.

The District Administrator may delegate functions assigned to a specific Board employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, investigator, decision-maker, decision-maker for appeals, facilitator of informal resolution processes, and advisor, to any suitably qualified individual and such delegation, may be rescinded by the District Administrator at any time.

~~**[DRAFTING NOTE: The following option expressly sets forth authority that the Board has regardless of whether it is included in this policy, but is offered for those boards of education that may want to affirmatively communicate to/address these issues for readers of this policy.]**~~

[x] Discretion in Application

The Board retains the discretion to interpret and apply this policy in a manner that is not clearly unreasonable, even if the Board's interpretation or application differs from the interpretation of any specific Complainant and/or Respondent.

Despite the Board's reasonable efforts to anticipate all eventualities in drafting this policy, it is possible unanticipated or extraordinary circumstances may not be specifically or reasonably addressed by the express policy language, in which case the Board retains the discretion to respond to the unanticipated or extraordinary circumstance in a way that is not clearly unreasonable.

The provisions of this policy are not contractual in nature, whether in their own right or as part of any other express or implied contract. Accordingly, the Board retains the discretion to revise this policy at any time, and for any reason. The Board may apply policy revisions to an active case provided that doing so is not clearly unreasonable.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	RELIGION IN THE CURRICULUM
Code	po2270 (YES)
Status	From Neola
Legal	115.28(31), Wis. Stats. PI 41 U.S. Constitutional Amendment 1

2270 - **RELIGION IN THE CURRICULUM**

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 - Religious Activities and Observances and Policy 8802 - Patriotic Activities and Observances **(** ~~**) and AG 8800A - Religious Activities/Ceremonies, AG 8800B - Religious Expression in the District, and AG 8802 - Care, Custody, and Display of the United States Flag [END OF OPTION]**~~. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the **(x)** Principal ~~**( ) District Administrator [END OF OPTION]**~~.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum ~~**( ) shall be developed to include**~~, **(x)** may include, ~~**[END OF OPTION]**~~ as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools sometimes contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references, or may concern such issues, shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of the student's religion. However, if after careful personal review of the program's lessons and/or materials, a student or parent of a minor student indicates to the school that either the content or activities conflict with the student's or parent's religious beliefs or value system, the school will honor a written request for the parent's child to be excused from **(x)** a particular class period ~~**( ) particular class periods [END OF OPTION]**~~ for specified reasons.

The student will be provided with alternate learning activities during the times of such parent requested absence.

[x] For the privacy of students whose parents request that they not take part in the **(x)** particular class period ~~**( ) particular class periods for specified reasons [END OF OPTIONS]**~~, prior arrangements will be made for the student(s) to go to a supervised location where under the supervision of a staff member the student(s) will be provided with the alternate learning activities during the requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view.

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130 - Public Requests, Suggestions, or Complaints. Parents and students shall be provided annual notice regarding the contents of this policy.

See Reference: Policy 8800- Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances
~~**[ ]** See References: AG 8800A - Religious Activities/Ceremonies, AG 8800B - Religious Expression in the District, and AG 8802 - Care, Custody, and Display of the United States Flag **[END OF OPTION]**~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	EARLY COLLEGE CREDIT PROGRAM
Code	po2271 (YES)
Status	From Neola
Legal	118.55, Wis. Stats. 118.57, Wis. Stats. P.I. 40

2271 - **EARLY COLLEGE CREDIT PROGRAM**

The Board recognizes the value to students and to the District of students participating in programs offered by the Universities of Wisconsin, tribally controlled colleges and private, non-profit higher education institutions in Wisconsin.

The Board will allow any high school student who satisfies the eligibility requirements to participate in the Early College Credit Program (ECCP) to enroll in an approved course at an ECCP-approved institution of higher education while attending in the District. Students will be eligible to receive college and high school credit for completing course(s) at authorized institutions of higher education provided they complete the course(s) and receive a passing grade.

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

~~**Option #1**~~

[x] The School District's responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to eighteen (18) postsecondary credits per student.

~~**Option #2**~~

~~**[ ]** The School District's responsibility to pay for tuition, fees, books, and other necessary materials shall be limited to _____ (___) postsecondary credits per student (must be at least eighteen (18)).~~

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

The District's Early College Credit Program shall be operated in accordance with applicable State law and the administrative rules of the Department of Public Instruction. All students enrolled in the District in the 8th, 9th, 10th, and 11th grades shall be provided with information regarding the Program by October 1st of each year.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	START COLLEGE NOW PROGRAM
Code	po2271.01 (YES)
Status	From Neola
Legal	38.12(14), Wis. Stats.

2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10th grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident school district if attending the District as a non-resident.

General Eligibility Criteria for Students that Have Completed the 10th Grade:

To be eligible to attend courses at a technical college pursuant to this policy, a student:

A. must be in good academic standing;

B. must provide written notification to the board of the school district in which the student resides of the student's intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;

C. must not be identified as a child-at-risk, pursuant to Policy 5461 - Children At-Risk of Not Graduating from High School;

D. must not be ineligible for participation for having failed a previous class under this program and failing to reimburse the Board for any costs the student is required to pay; and

E. must be admitted to the technical college for attendance.

Undue Financial Hardship

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

Tuition Payments for Technical College Attendance

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) calendar days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.

B. **(x)** The student has already completed eighteen (18) postsecondary semester credits.

Other Instructional Costs in Addition to Tuition

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District.

Transportation Expenses

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

(x) Reimbursement for Course Failing Grade

~~**[NOTE: Whether this authority exists in the Start College Now Program as it did when technical college attendance was part of Youth Options is unclear based on the statutory language as it currently exists. Districts are advised that differing interpretations exist and should consult legal counsel before selecting this option.]**~~

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent, or the student if the student is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.

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

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	DISTRICT-SPONSORED TRIPS
Code	po2340 (YES)
Status	From Neola
Legal	121.54(7), Wis. Stats.

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 **(x)** Administration ~~**( ) the Board [END OF OPTIONS]**~~ 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. **(x)** supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;

B. **(x)** cultivate new interests among students;

C. **(x)** help students relate school experiences to the reality of the world outside of school;

D. **(x)** bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;

E. **(x)** afford students the opportunity to study real things and real processes in their actual environment.

[x] Out-of-state field trips that do not include an overnight stay must be approved by **(x)** the Administration ~~**( ) the Board [END OF OPTIONS]. [END OF OPTIONAL PARAGRAPH]**~~

~~**[ ] Field trips to destinations more than _____ miles from the District must be approved by the ( ) District Administrator ( ) Board [END OF OPTIONS]. [END OF OPTIONAL PARAGRAPH]**~~

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 **(x)** Administration ~~**( ) athletic director ( ) Board [END OF OPTIONS]**~~ 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**~~ **(x)** building administrator ~~**( ) District Administrator ( ) Board [END OF OPTIONS]**~~ 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. 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 **(x)** Principal ~~**( )** District Administrator **[END OF OPTIONS]** in accordance with the District's overnight travel guidelines, **( )** and then must be submitted to the Board for final approval **[END OF OPTION].**~~

[x] International field trips present special considerations that need to be taken into account when planning these activities. The Board must approve these trips to be considered District-sponsored trips. The Board will only approve international field trips that are affiliated with a sponsoring or commercial organization that specializes in international travel **(x)** and that are responsible for establishing the cost of such programs and for collecting payment directly from participating students or their parents.**[END OF OPTION]**

[x] Approval of international travel shall also take into account travel warnings for Americans to avoid travel to specified countries. These warnings are issued by the United States Department of State based on current conditions around the world and are updated as deemed necessary. ~~**[END OF OPTION]**~~

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.

[x] 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.

[x] Any staff member may propose a trip by presenting details of the proposed trip to the principal. ~~**[END OF OPTION]**~~

[x] Proposals shall include the details of the trip, the cost of the trip, identify any third party entities that will be involved in the trip, identify the curriculum-based purpose of the trip, identify what students will be eligible to participate, and any other pertinent information. If overnight, the proposal must describe how accommodations will be provided and how such arrangements will be properly supervised. ~~**[END OF OPTION]**~~

~~**[ ]** Any trip included in curriculum guides shall be considered to have been approved in advance. All field trips not listed in the curriculum guide must each be approved.~~

[x] A list of field trips may be approved annually. Each proposed field trip not so listed must be separately approved.

~~**[END OF TRIP APPROVAL PROCESS SECTION]**~~

General Trip Provisions

~~**[ ]** The Board shall assume the costs of field trips; no regularly enrolled student shall be charged a fee for participation in field trips **( )** except that the school may require reimbursement for the cost of transportation **[END OF OPTION].** Students may be charged fees, however, for other District-sponsored trips which are not part of a course of study. **[END OF OPTIONAL PARAGRAPH]**~~

[x] Students may be charged fees for District-sponsored trips. ~~**[END OF OPTIONAL PARAGRAPH]**~~

[x] Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's administrative guidelines. ~~**[END OF OPTIONAL PARAGRAPH]**~~

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 District Administrator. 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 District Administrator. Permission to solicit neither grants nor implies approval of the trip. ~~**( )** Such approval must be obtained in accordance with the District's Administrative Guidelines for Extended Trips. **[END OF OPTION]**~~

~~**[ ]** The District Administrator shall prepare administrative guidelines for the operation of both field and other District-sponsored trips, including athletic trips, which shall ensure:~~

A. ~~**( )** the safety and well-being of students;~~

B. ~~**( )** parental permission is sought and obtained before any student leaves the District on a trip;~~

C. ~~**( )** each trip is properly planned and, if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities which enhance its usefulness;~~

D. ~~**( )** the effectiveness of field trip activities is judged in terms of demonstrated learning outcomes;~~

E. ~~**( )** each trip is properly monitored;~~

F. ~~**( )** student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;~~

G. ~~**( )** a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;~~

H. ~~**( )** all necessary arrangements for transportation are made and any cost of transportation which will be charged to participants is approved.~~

~~**[ ]** 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 **[END OF OPTION]**.~~

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 **(x)** principal ~~**( )** District Administrator **[END OF OPTIONS]**~~ 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

~~**[ ]** Transportation shall be provided by regular (Commercial Driver's License (CDL) not required) or special purpose (CDL required) school vehicles for field and other District-sponsored trips. **[END OF OPTIONAL PARAGRAPH]**~~

~~**[ ]** 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. **[END OF OPTIONAL PARAGRAPH]**~~

[x] The District shall assume transportation costs for

( ) all field trips.

(x) a certain number of approved field trips **(x)** as approved by the District Administrator ~~**( )** as specified in the District Administrator's administrative guidelines. **[END OF OPTION]**.~~

~~**[END OF OPTIONAL PARAGRAPH]**~~

[xx] The District will provide transportation for all other trips including co-curricular, athletic, and other extra-curricular trips **(x)** as approved by the District Administrator ~~**[END OF OPTION]**. **[END OF OPTIONAL PARAGRAPH]**~~

~~**[ ]** The District will assume the vehicle cost for all other trips including co-curricular, athletic, and other extra-curricular trips, but the cost of the driver shall be paid~~

~~**( )** by the sponsoring organization.~~

~~**( )** from the designated fund.~~

~~**[END OF OPTIONAL PARAGRAPH]**~~

~~**[ ]** The District will provide for the vehicles for all other trips including co-curricular, athletic, and other extra-curricular trips, but a mileage charge will be assessed to cover the cost of the driver and fuel. This charge is to be paid~~

~~**( )** by the sponsoring organization.~~

~~**( )** from a designated fund.~~

~~**[END OF OPTIONAL PARAGRAPH]**~~

[x] Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes. ~~**[END OF OPTIONAL PARAGRAPH**~~**]**

[x] 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. ~~**[END OF OPTIONAL PARAGRAPH]**~~

[x] 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. ~~**[END OF OPTIONAL PARAGRAPH]**~~

[x] District students not affiliated with the trip activity, nondistrict students, and/or children of preschool age shall not be permitted to ride on the trip vehicle.

~~**( )** without the approval of Administration.~~

~~**[END OF OPTIONAL PARAGRAPH]**~~

[x] No student is allowed to drive on any trip. An exception may be made by the principal on an individual basis provided the student has written parental permission.

~~**( )** and does not transport any other student.~~

~~**[END OF OPTIONAL PARAGRAPH]**~~

Transportation by private vehicle shall be in accordance with Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

~~**[ ]** The District Administrator shall prepare administrative guidelines to ensure that all transportation is in compliance with Board policy on use of District vehicles and/or use of private vehicles.~~ ~~**[END OF OPTIONAL PARAGRAPH]**~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT
Code	po2370 (YES)
Status	From Neola

2370 - **EDUCATIONAL OPTIONS PROVIDED BY THE DISTRICT**

The Board recognizes that students learn in different ways and therefore provides a variety of educational programs and options to students developed and approved through the Board and the administration.

The District program includes a variety of opportunities using both on-site and distance learning. The availability of educational options varies depending on the school of attendance and individual student circumstances, and the District is frequently evaluating and updating its programs. Students and parents are encouraged to consult with the school administration to discuss programs best suited for them. The following contains brief descriptions of the educational options available through the District's program, but is not intended to be an exhaustive list:

Early College Credit Program

High school students may take college courses for high school and/or college credit in accordance with Policy 2271 - Early College Credit Program.

Start College Now Program

Students enrolled in grades eleven (11) and twelve (12) may take technical college courses for high school and/or college credit in accordance with Policy 2271.01 - Start College Now Program.

[x] Advanced Placement (AP) Courses

Students may enroll in AP courses that prepare students for the College Board's annual AP Exams offered in the spring. Students may earn college credit based on their AP Exam score.

~~**[ ] International Baccalaureate Program**~~

~~**[ ] Magnet, Specialized, and Immersion schools**~~

~~**[ ] Instrumentality Charter Schools**~~

~~**[ ] Cooperative Academic Partnership Program (CAPP) Courses**~~

~~Students may enroll in CAPP courses offered in conjunction with UW-Oshkosh for college credit.~~

~~**[ ] Partners in Education (PIE) Courses**~~

~~Students may enroll in PIE courses offered in conjunction with UW-Whitewater for college credit.~~

[x] Dual Credit Programs

Students enrolled in grades eleven (11) and twelve (12) may take approved dual credit programs with ~~_____~~ North Central Technical College in accordance with State law and District procedures.

~~**[ ] Tutorial Programs**~~

~~Eligible students may receive tutoring from staff or designated student tutors. Qualified students may be appointed to serve as tutors for service credit or academic credit.~~

[x] Independent Study

Independent study provides the opportunity for students to explore career options or to take a course not available as an offered course. Independent studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.

~~**[ ] Advanced Study**~~

~~Advanced study offers students the opportunity to go beyond the curriculum of a course or to integrate two (2) or more content areas. Advanced studies may also take the student into the greater school community for experience under the co-sponsorship of people in other professions, businesses, government, or industry.~~

[x] Online Courses

Students may enroll in online courses when such course is not otherwise available or as an educational alternative better suited to the diverse learning needs of students.

[x] Work-Study Programs

Students may enroll in the District's cooperative education program offered with a course or in a work-study program designed to the individual needs of the student.

[x] Summer School

The District offers a summer school program that includes both enrichment and credit recovery options.

[x] Youth Apprenticeship Program

The District offers a Youth Apprenticeship program as part of the Statewide School-to-Work initiative.

Full-Time Open Enrollment Program

The District offers a full-time open enrollment opportunity to students in accordance with Policy 5113 - Open Enrollment Program (Inter-District).

Part-Time Open Enrollment Program

The District offers a part-time open enrollment opportunity to students in accordance with Policy 5113.01 - Part-Time Open Enrollment.

Courses for Home-Based Private Education Students

Students enrolled in home-based private education programs may take up to two (2) courses per semester in the District in accordance with Policy 9270 - Home-Based, Private, or Tribal Schooling.

~~**[ ]** _____~~

~~**[ ]** _____~~

Notification of Educational Options

Annually, the District shall provide a list of educational options to parents in accordance with Policy 8146 - Notification of Educational Options.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING
Code	po2411 (YES)
Status	From Neola
Legal	121.02 (1)(e), Wis. Stats. P.I. 8.01(2)(e), Wis. Adm. Code P.I. 26.03(1)(b)(1), Wis. Admin. Code 34 C.F.R. 100.3(b) 34 C.F.R. 106.36 34 C.F.R. 104.37(b) 28 C.F.R. 35.130 Vocational Educational Guidelines, Appendix B, Title 6

2411 - **SCHOOL COUNSELING AND ACADEMIC AND CAREER PLANNING**

The Board requires that a planned program of school counseling be an integral part of the educational program of the District. The plan shall be developed by licensed school counselors in collaboration with student services staff, teachers, parents, and community health and human service professionals. The developed plan will be adopted by the Board and maintained by the District. Such a program shall be available to all students without regard to race, color, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including transgender status, change of sex or gender identity), physical or mental, emotional, or learning disability ("Protected Classes").

This plan should be developmentally appropriate and:

A. enable counselors to effectively communicate with students who have limited English proficiency and/or are sensory impaired;

B. ~~**( )** assist students in achieving their optimum growth;~~

C. ~~**( )** enable students to draw the greatest benefit from the offerings of the instructional program of the schools;~~

D. ~~**( )** help integrate all the student's experience so that s/he can better relate school activity to life outside the school;~~

E. ~~**( )** help students learn to make their own decisions and solve problems independently;~~

F. ~~**( )** _____.~~

Academic and career planning services, including individualized support and access to software tools and staff assistance, shall be provided to students in grades 6 to 12. The mission of academic and career planning is to provide a comprehensive plan, which will be developed and maintained by a student, that includes the student's academic, career, personal, and social goals and the means by which the student will achieve those goals both before and after high school graduation. The District shall inform parents in each school year about what academic and career planning services their child receives.

The District Administrator shall implement the school program which carries out these purposes **(x)** and:

A. **(x)** involves appropriate staff members at every level;

B. ~~**( )** honors the individuality of each student;~~

C. **(x)** is integrated with the total educational program;

D. **(x)** is coordinated with available resources of the community;

E. ~~**( )** cooperates with parents and recognizes their concern and ideas for the development of their children;~~

F. ~~**( )** provides means for such sharing of information among such appropriate staff members as may be in the best interests of the student;~~

G. ~~**( )** provides that an appropriate amount of time and effort shall be given to providing school counseling services to those students sixteen (16) to nineteen (19) years of age who do not intend to enroll in an institution of higher education after graduating from high school or who require or desire employment in connection with their continued education;~~

H. ~~**( )** establishes a referral system which utilizes all the aid the schools and community offer, guards the privacy of the student, and monitors the effectiveness of such referrals.~~

~~**[DRAFTING NOTE: Due to the wide variety of potential components of individual plans, it is not practical to include all such options within this template. The Wisconsin Department of Public Instruction has published *"ACP in Wisconsin: Implementing Academic and Career Planning"* as well as an *"Academic and Career Planning Template"* that provides tools for Districts to develop individualized plans as required by policy.]**~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	HOMEBOUND INSTRUCTION PROGRAM
Code	po2412 (YES)
Status	From Neola
Legal	118.15(3)(a), Wis. Stats.

2412 - **HOMEBOUND INSTRUCTION PROGRAM**

Subject to applicable State and Federal law, the Board may provide individual instruction to students of legal school age who are unable to attend classes because they are temporarily not in proper physical or mental condition. In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

A request for homebound instruction should be placed in writing and include the following information:

A. **(x)** the nature of the medical condition;

B. **(x)** the probable duration;

C. **(x)** present evidence of the student's inability to participate in an educational program;

D. **(x)** indicate whether the student currently has an Individualized Education Plan (IEP) and, if so, whether the student's parent is requesting that the IEP Team reconvene;

E. **(x)** indicate whether the student currently has a Section 504 Plan;

F. ~~**( )** indicate whether the student should be evaluated for an IEP and/or Section 504 Plan;~~

G. **(x)** indicate whether the student is or will become a school-age parent;

H. ~~**( )** indicate whether homebound study is requested as part of a program or curriculum modification.~~

Requests for homebound instruction will be considered by the District Administrator. The District Administrator will issue a decision within ninety (90) calendar days of the written request. If the student has been evaluated for special education but was not found to be eligible for special education, then the District Administrator will provide a written decision within thirty (30) calendar days of the written request.

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with an IEP or a Section 504 Plan, homebound instruction will commence as provided in the applicable Plan.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	HEALTH EDUCATION
Code	po2413 (YES)
Status	From Neola
Legal	115.35, 118.01(2)(d)2.c., 118.076, Wis. Stats. Chapter 961, Wis. Stats.

2413 - **HEALTH EDUCATION**

The Board, in compliance with State law, has adopted a comprehensive program of health education that will prepare students to maintain good health and enable them to adapt to changing health problems of our society.

The Board recognizes that this program, like others the District offers, may contain content and/or activities that some parents find objectionable. A student may not be required to take instruction in physiology and hygiene, sanitation, the effects of controlled substances pursuant to State law and alcohol upon the human system, symptoms of disease, and the proper care of the body if the student's parent files with the teacher a written objection.

If a student does not take instruction in these subjects as a result of parental objection, the student may not be required to be examined in the subjects and may not be penalized in any way for not taking such instruction, and the Board authorizes the District Administrator to determine if the student shall complete an alternative assignment that is similar to the subjects in the length of time necessary to complete.

If the subjects receive credit toward graduation

(x) the Board authorizes the District Administrator to determine the alternative assignment to be completed by the student that is similar to the subjects in the length of time necessary to complete.

~~**( )** the Board authorizes the District Administrator to determine if an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.~~

~~**( )** the Board will not require an alternative assignment is to be completed by the student that is similar to the subjects in the length of time necessary to complete.~~

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

Instruction in physiology and hygiene shall include instruction on sexually transmitted diseases and shall be offered in every high school.

The District Administrator shall notify parents of planned instruction in the health education curriculum regarding human growth and development topics as identified and in accordance with Policy 2414 - Human Growth and Development.

Students in grades seven (7) through twelve (12) will be provided instruction in cardiopulmonary resuscitation and cardiocerebral resuscitation including instruction on the psychomotor skills necessary to perform both skills as part of any health education course offered.

Students in grades seven (7) through twelve (12) will be provided instruction about automated external defibrillators as identified in Policy 8452 - Automated External Defibrillators.

~~**[ ]** The District Administrator shall prepare administrative guidelines that require:~~

A. ~~**( )** the health education program includes appropriate learning experiences related to such topics as use, abuse, and effects of drugs, alcohol, and tobacco; mental, physical, and dental health; disease prevention and control; accident~~

~~prevention; and related health and safety topics;~~

B. ~~( ) periodic evaluation of student understanding;~~

C. ~~( ) continual analysis of the effectiveness of the program and the accuracy, completeness, and relevancy of the information and instructional procedures.~~

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

In implementing the program, the District Administrator may use whatever District and outside resources, including Wisconsin Department of Public Instruction guidelines and consultants, deemed appropriate.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	HUMAN GROWTH AND DEVELOPMENT
Code	po2414 (YES)
Status	From Neola
Legal	115.35, 118.01(2)(d), 118.019, Wis. Stats. P.I. 8.01(2)(j), Wis. Adm. Code

2414 **- HUMAN GROWTH AND DEVELOPMENT**

~~**[DRAFTING NOTE: CHOOSE EITHER OPTION #1 OR OPTION #2.]**~~

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

~~The Board directs that students shall not receive instruction in human growth and development.~~

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

The Board directs that students receive instruction in human growth and development, consistent with Chapter 118.019(2), Wis. Stats.

~~**[DRAFTING NOTE: If instruction in human growth and development is provided, the following instructional program is recommended, per 118.019(2), Wis. Stats.]**~~

(x) Such instruction will include the following:

A. Medically accurate and age-appropriate instruction in the following topics:

1. **(x)** the importance of communication about sexuality between the student and the student's parents or guardians
2. **(x)** reproductive and sexual anatomy and physiology, including biological, psychosocial, emotional, and intellectual changes that accompany maturation
3. **(x)** the benefits of and reasons for abstaining from sexual activity, which shall stress the value of abstinence as the only reliable way to prevent pregnancy and sexually transmitted infections, and shall identify the skills necessary to remain abstinent
4. **(x)** methods for developing healthy life skills, including setting goals, making responsible decisions, communicating, and managing stress
5. **(x)** how alcohol and drug use affect responsible decision making
6. **(x)** the impact of media and one's peers on thoughts, feelings, and behaviors related to sexuality
7. ~~**( )** adoption resources, prenatal care, and postnatal supports~~
8. **(x)** the nature and treatment of sexually transmitted infections

B. **[x]** The instructional program will also include the following:

1. **(x)** address self-esteem and personal responsibility, positive interpersonal skill, and healthy relationships

2. ~~( ) identify counseling, medical, and legal resources for survivors of sexual abuse and assault, including resources for escaping violent relationships~~

3. ~~( ) address the positive connection between marriage and parenting~~

4. **(x)** present information about avoiding stereotyping and bullying, including how to refrain from making inappropriate remarks, avoiding engaging in inappropriate physical or sexual behaviors, and how to recognize, rebuff, and report any unwanted or inappropriate remarks or physical or sexual behaviors

   ~~**[DRAFTING NOTE: The following options are permissive areas of instruction that were removed as part of the statutory recommendations for inclusion in the Human Growth and Development Curriculum by 2011 Act 216. However, a District may still include these in their Human Growth and Development Curriculum.]**~~

5. ~~( ) puberty, pregnancy, parenting, body image, and gender stereotypes~~

6. ~~( ) the health benefits, side effects, and proper use of contraceptives and barrier methods approved by the Federal Food and Drug Administration to prevent pregnancy and barrier methods approved by the Federal Food and Drug to prevent sexually transmitted infections~~

7. ~~( ) the skills needed to make responsible decisions about sexuality and sexual behavior throughout the student's life.~~

~~**[DRAFTING Note: If the District chooses to provide instruction, regardless of whether it is articulated in policy, in any of the areas listed under Section A above, they must also include instruction in the following areas, when age-appropriate, in the same course, and during the same year]**~~

Consistent with applicable State law, the following shall also be incorporated into the above subjects, when age-appropriate, in the same course and during the same year:

A. presents abstinence from sexual activity as the preferred choice of behavior for unmarried students;

B. emphasizes that abstinence from sexual activity before marriage is the only reliable way to prevent pregnancy and sexually transmitted diseases, including human immunodeficiency virus and acquired immunodeficiency syndrome;

C. provides instruction in parental responsibility and the socioeconomic benefits of marriage for adults and their children;

D. explains pregnancy, prenatal development, and childbirth;

E. explains the criminal penalties for engaging in sexual activities involving a child under Ch. 948, Wis. Stats.;

F. explains the sex offender registration requirements under 301.45, Wis. Stats.; which shall include who is required to report, what information must be reported, who has access to the information reported, and the implications of being registered;

G. provides medically accurate information about the human papillomavirus and the human immunodeficiency virus and acquired immunodeficiency syndrome; and

H. explains the process under 48.195, Wis. Stats., under which a parent of a newborn child may relinquish custody of the child to a law enforcement officer, emergency medical services practitioner, or hospital staff member

The District shall use instructional methods and materials that do not discriminate against a student based upon the student's race, gender, religion, sexual orientation, or ethnic or cultural background or against sexually active students or children with disabilities.

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

A citizens' advisory committee shall be established, in accordance with ~~**( )** Board Policy 9140 - Citizens' Advisory Committees and **[END OF OPTION]**~~ 118.019(5), Wis. Stats., which will provide for the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District. The role of the advisory committee is to advise the Board on the design and implementation of the human growth and development curriculum and

to review the curriculum. The Board **(x)** authorizes ~~**( ) does not authorize [END OF OPTION]**~~ the Committee to submit a recommendation to the Board for the curriculum to include separating students on the basis of gender when age-appropriate.

The District shall provide parents annually with an outline of the human growth and development program used in their child's grade level as well as information regarding how the parent may inspect the complete program and instructional materials. Prior to use in the classroom, the program shall be made available to parents for inspection.

The District shall notify the parents, in advance of the instruction and give them an opportunity, prior to instruction, to review the complete program and instructional materials and of their right to have their child excused from the instruction. The notice shall state that in the event a student is excused, that student will still receive instruction under 118.01(2)(d)2c, Wis. Stats. unless exempted and under 118.01(2)(d)8, Wis. Stats.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416 (YES)
Status	From Neola
Legal	20 U.S.C. 1232g, 20 U.S.C. 1232h

2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board respects the privacy rights of parents and their children.

Surveys Requiring Consent

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or their parents;

B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating, or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or the student's parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

~~**[NOTE: The following arrangements to protect privacy or equivalent must be inserted.]**~~

Parent's Right to Inspect Surveys

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

A. notify parents in writing of any surveys, analyses, or evaluations which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;

B. allow the parents the option of excluding their student from the activity;

C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;

D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

Student Privacy

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to

~~**( )** the Library~~

~~**( )** the Instructional Materials Center~~

~~**( )** the School Counselor's Office~~

(x) a supervised location

where under the supervision of a staff member, the student will be provided with an alternate activity.

Personal Information for Marketing or Sale

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student's or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

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

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazines, and programs providing access to low-cost literary products;

C. curricular and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities;

F. student recognition programs.

Notice Requirements

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);

2. the administration of any survey by a third party that contains one or more of the items described in A through H above.

B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Definitions

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives or a person who is legally responsible for the welfare of the child).

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	EDUCATION FOR EMPLOYMENT
Code	po2420 (YES)
Status	From Neola
Legal	P.I. 26.03, Wis. Admin. Code

2420 - **EDUCATION FOR EMPLOYMENT**

A. The education for employment program provides career awareness for elementary grade levels by developing an understanding of the following:

1. Why people work;
2. The kinds of conditions under which people work;
3. The levels of training and education needed for work;
4. Common expectations for employees in the workplace;
5. How expectations at school are related to expectations in the world of work.

B. Career exploration at the middle school grade levels includes developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a student's personal interests and skills relate to those careers. Career exploration may also include work-based learning experiences and career research identifying personal preferences in relation to occupations and careers students may pursue.

C. Career planning and preparation at the high school grade levels, which shall include the following:

1. Conducting career research to identify personal preferences in relation to specific occupations.
2. School-supervised, work-based learning experiences.
3. Instruction in career decision making.
4. Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy.
5. Student access to career and technical education programs, including programs at technical colleges.
6. Student access to accurate national, regional, and State labor market information, including labor market supply and demand.
7. Instruction and experience in developing and refining the skills and behaviors needed by students to obtain and retain employment.

D. An education for employment program shall include a long-range plan approved by the Board and developed by a team of District staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The Board will annually review the plan and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate student postsecondary outcomes. At the conclusion of the review, the Board shall prepare a report on the District's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving student postsecondary outcomes. The Board will publish its long-range plan and the report on the District's website. The District shall annually notify parents of its education for

employment program. The notice shall inform parents of the information and opportunities available to students under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	CAREER AND TECHNICAL EDUCATION PROGRAM
Code	po2421 (YES)
Status	From Neola
Legal	118.01(2)(b), 118.15(1)(b), Wis. Stats. P.I. 8.01(2)(k)(2b), 8.01(2)(l), Wis. Adm. Code

2421 - **CAREER AND TECHNICAL EDUCATION PROGRAM**

The mission of career and technical education is to provide an opportunity for students to develop the knowledge needed for success in employment, to build foundations for further education and to acquire independent living skills.

The District's curriculum will provide every student with the opportunity to participate in learning experiences, to explore potential careers and, when appropriate, acquire the occupational skills necessary for the transition from school to the world of work.

For purposes of this policy, "career and technical education" shall be defined as a program designed to provide educational experiences and guidance for students to plan and prepare for a future:

A. **(x)** in the labor market as employable individuals immediately after graduation with productive, saleable skills;

B. **(x)** in education beyond high school with the opportunity to gain a marketable job skill(s) that will assist them in achieving career goals;

C. **(x)** in the world of work while continuing their education in order to help offset higher education expenses.

The Board shall provide, ~~**( )** in cooperation with the _____,~~ a career and technical education program which shall include:

A. **(x)** Technology and Engineering Education;

B. **(x)** Agriculture, Food, and Natural Resources Education;

C. **(x)** Family and Consumer Sciences Education;

D. **(x)** Business and Information Technology Education;

E. **(x)** Marketing, Management and Entrepreneurship Education;

F. **(x)** Health Science Education;

G. ~~**( )** _____;~~

H. ~~**( )** _____.~~

The Board directs that any efforts to recruit students to participate in a particular career and technical education program must include literature and comparable recruitment efforts for students with disabilities in a format and context in which they can communicate.

The career and technical education program may also include:

A. **(x)** integration with Early College Credit or Start College Now programs;

B. **(x)** paid or unpaid youth work-based learning opportunity;

C. **(x)** a work-study program involving the employment of qualified students.

The programs are available to students without regard to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	DISTRICT-SPONSORED CLUBS AND ACTIVITIES
Code	po2430 (YES)
Status	From Neola
Legal	120.12(23), Wis. Stats. P.L. 98-377

2430 - **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The Board believes that the goals and objectives of this District are best achieved by a diversity of learning experiences, including those that are not conducted in a regular classroom but are related to the District's curriculum and/or mission.

The purpose of District-sponsored activities shall be to enable students to explore a wider range of individual interests than may be available in the District's courses of study but are still related to accomplishing the educational outcomes for students as adopted by the Board in Policy 2131. The Board encourages all students, including those students in elementary and middle school grades, to participate in such opportunities. In implementing this policy, the District Administrator shall take steps to make such opportunities accessible to all students.

For purposes of this policy, District-sponsored activities are typically those activities in which:

A. the subject matter is actually taught or will be taught in a regularly offered course;

B. the subject matter concerns the District's composite courses of study;

C. participation is required for a particular course;

D. participation results in academic credit; or

E. the subject matter is of interest to students and aligns with the District's goals and mission.

No activity shall be considered to be under the sponsorship of this Board unless it meets one (1) or more of the criteria stated above and has been approved by the **(x)** District Administrator ~~**( )** Board.~~ ~~**[DRAFTING NOTE: Choice must be consistent with Policy 6610.]**~~

Such activities, along with competitive extra-curricular activities/athletics, may be conducted on or off school premises by clubs, associations, and organizations of students sponsored by the Board and directed by a staff advisor.

~~**[DRAFTING NOTE: Choose one (1) of the following options, Option 1 or Option 2. Selection of the first option precludes selection of the second option.]**~~

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

~~The Board expressly declines to create a limited open forum for clubs and activities, initiated by students, that cannot meet one (1) of the four (4) criteria stated above.~~

[x] ~~**[OPTION 2]**~~

The Board shall allow nondistrict-sponsored, student clubs and activities during noninstructional time, in accordance with the provisions in Policy 5730 - Equal Access For Nondistrict-Sponsored, Student Clubs and Activities.

~~**[END OF OPTIONS 1 & 2]**~~

[x] Nondistrict-sponsored student activities that are initiated by parents or other members of the community may be allowed under the provisions of Policy 7510 - Use of District Facilities. The Board, however, will not:

A. **(x)** assume any responsibility for the planning, conducting, or evaluating of such activities;

B. **(x)** provide any funds or other resources;

C. ~~**( )** allow any member of the District's staff to assist in the planning, conducting, or evaluating of such an activity during the hours when functioning as a member of the staff.~~

All activities which meet the criteria of this policy are sponsored by the District and are authorized to use the District name, logo, mascot, or any other name which would associate an activity with the District, provided such use is consistent with other applicable District policies.

No nondistrict-sponsored organization may use the name, logo, mascot, or any other name which would associate an activity with the District. Additionally, no nondistrict-sponsored organization may use the assets of the District including, but not limited to, facilities, technology, or communication networks without the specific permission(s) as outlined in the relevant District policies.

~~**[ ]** In addition to the eligibility requirements established by the Wisconsin Interscholastic Athletic Association, to be eligible for any athletic or other extra-curricular activity, a student~~

~~**( )** must have maintained at least a _____ grade-point average~~

~~**( )** must not have received a failing grade in any course~~

~~for the _____ semester(s) prior to the semester in which they wish to participate.~~

~~**[ ]** An exception may be made by the Principal if the student has been participating in an intervention program and has shown satisfactory progress toward achieving the minimum grade-point average.~~

Students shall be fully informed of the District-sponsored activities available to them and of the eligibility standards established for participation in these activities. District-sponsored activities shall be available to all students who elect to participate and who meet eligibility standards.

~~**[ ]** The District Administrator shall prepare administrative guidelines to implement a program of clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.~~

Whenever a student becomes a member of a District-sponsored student group or national organization, such as the National Honor Society, in order to remain a member, they must continue to meet all of the eligibility criteria and abide by the principles and practices established by the group or the organization.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	INTERSCHOLASTIC ATHLETICS
Code	po2431 (YES)
Status	From Neola
Legal	120.12(23), Wis. Stats. P.I. 9.03(1)(h), Wis. Adm. Code

2431 - **INTERSCHOLASTIC ATHLETICS**

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

~~**[ ]** The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.~~

~~**[ ]** The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.~~

~~**[ ]** Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.~~

~~**[ ]** Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The District Administrator is to develop guidelines for coaches to follow which will ensure that as many students as possible have the opportunity to play so they have the opportunity to benefit from the learning experience.~~

~~**[ ]** The Board further adopts those eligibility standards set by the Constitution of the Wisconsin Interscholastic Athletic Association (WIAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.~~

The District Administrator is authorized to establish ~~**( )** a set of behavior expectations **( )** an athletic code~~ **(x)** an activities code ~~**[END OF OPTIONS]**~~ for participants as well as the implementation of appropriate disciplinary procedures against those who violate these expectations. **[x]** The District provides the following safeguards:

A. **(x)** Prior to enrolling in the sport,

   (x) each participant shall submit to a thorough physical examination by a District-approved physician.

   ~~**( )** parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.~~

B. **(x)** Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.

C. **(x)** Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

D. **(x)** Any student suspected of having a head injury or concussion shall be provided with safety protocols specified in Policy 5340 - Student Accidents/Illness/Concussion.

[x] In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

A. **(x)** adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;

B. **(x)** attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;

C. **(x)** support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	DRIVER EDUCATION
Code	po2432 (YES)
Status	From Neola
Legal	P.I. 21, Wis. Adm. Code

2432 - **DRIVER EDUCATION**

The Board of Education shall make available a program in driver education for eligible students in order to prepare them for the responsibility for operating a motor vehicle in a proper manner.

For a student to be eligible, s/he must be between the ages of fifteen (15) and nineteen (19)

~~**( )** and meet the academic requirements the Board has approved for participation in the District's interscholastic athletic program as well as other requirements set forth in the administrative guidelines for implementing this policy.~~

The District Administrator shall establish administrative guidelines which ensure that the driver education program complies with the requirements set forth by the State of Wisconsin and is of the same quality as the District's other educational programs.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SUMMER OR INTERIM SESSION SCHOOL
Code	po2440 (YES)
Status	From Neola
Legal	118.04, Wis. Stats.

2440 - **SUMMER OR INTERIM SESSION SCHOOL**

The Board ~~( ) shall~~ **(x)** may conduct a summer program or an interim session program occurring outside of the periods of regular instruction and which do not count towards the minimum hours of instruction required by law, for the purpose of,

(x) academic instruction

(x) recreational activities

at the PreK - 12~~_____~~ levels for resident students of this District.

(x) and such other students as the Board may admit.

Summer and interim session school instruction shall be designed to provide opportunities for students to:

A. **(x)** improve a poor grade;

B. **(x)** improve learning skills;

C. **(x)** make up a failed course;

D. **(x)** enrich a scholastic program;

E. **( )** explore new academic areas.

The Board shall annually approve a summer school program and/or an interim session school program. In order to support such a program of instruction, the Board will:

A. **(x)** employ teaching and administrative staff;

B. **(x)** purchase such books, materials, supplies, and equipment as may be necessary;

C. **(x)** appoint the director;

D. **(x)** make available school facilities as required;

E. **(x)** provide necessary custodial services.

[ ] Tuition fees shall not be charged to students domiciled within the District **( )** or for those students residing ~~in the District even if they were not enrolled as residents during the most recent regular session.~~

[x] Tuition shall be charged for nonresident students at rates as determined by the Board.

[x] Reasonable fees may be charged to all students for social, recreational, or extra-curricular summer or interim session classes in accordance with DPI regulations.

With regard to transportation, the Board

~~**( )** accepts responsibility for all students.~~

~~**( )** does not accept responsibility for any student.~~

~~**( )** accepts responsibility for resident students, but not for nonresident students.~~

(x) accepts responsibility for students with disabilities as so determined by the IEP Committee.

~~**[ ]** The District Administrator shall be responsible for developing administrative guidelines for the operation of the summer and/or interim session program which shall be consistent with Board policies and not conflict in any way with the administration of the regular school sessions of the District.~~

[x] For information on summer or interim school attendance, see Policy 2440.01 - Summer or Interim School Attendance.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SUMMER OR INTERIM SCHOOL ATTENDANCE
Code	po2440.01 (YES)
Status	From Neola

2440.01 - **SUMMER OR INTERIM SCHOOL ATTENDANCE**

The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled. ~~**[Drafting Note: The choice of attendance requirements in the options below may take into account hours of attendance for District funding needs.]**~~

[x] The Board ~~( ) may~~ **(x)** authorizes the District Administrator to ~~**[END OF OPTIONS]**~~ establish minimum attendance requirements for any classes taken for credit.

~~**[ ]** Students enrolled in summer school are expected to attend all class periods and are required to maintain at least a _____ (__%) attendance record in order to receive credit towards graduation or to qualify to take a competency test.~~

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

Attendance exceptions may be granted only by the Principal and are limited to absences to participate in school-sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.

Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent ~~**( )** on the student's second day of absence **[END OF OPTION]**~~ if the parent has not notified the school of the student's absence.

Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.

The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	COMMUNITY AND ADULT EDUCATION
Code	po2450 (YES)
Status	From Neola
Legal	120.13(19), Wis. Stats.

2450 - **COMMUNITY AND ADULT EDUCATION**

The Board believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

With regard to community education, the Board shall provide programs

(x) in the evening

~~**( )** and day~~

for the purpose of meeting the

~~**( )** avocational,~~

~~**( )** recreational,~~

~~**( )** cultural~~

interests of the community.

~~**( )** as well as the vocational/technical training and retraining needs of local workers.~~

[xx] With regard to adult education, the Board also shall provide a

~~**( )** basic~~

(x) high school

continuation program for anyone over the age of sixteen (16) who is not attending high school

(x) in the schools of this District

as an opportunity to complete the requirements for a high school diploma.

~~**[ ] Veterans Benefits and Transition Act**~~

~~The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.~~

~~The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.~~

~~**[ ]** The Board shall also maintain an Americanization program of instruction for the benefit of foreign-born residents of the District.~~

The District Administrator shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above-stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	PROGRAM OR CURRICULUM MODIFICATIONS
Code	po2451 (YES)
Status	From Neola
Legal	118.15, Wis. Stats.

2451 - **PROGRAM OR CURRICULUM MODIFICATIONS**

The Board recognizes that the regular school program may not be appropriate for all students. Some students may need program or curriculum modifications to successfully meet the District's academic goals and/or graduation requirements. (See Policy 5461 - Children At-Risk of Not Graduating from High School)

Any student's parent, or the student if the parent is notified, may submit a written request to the Board, to provide the student with program or curriculum modifications, including, but not limited to:

A. modifications within the student's current academic program;

B. a school work training or work-study program;

C. enrollment in an alternative public school or program located in the School District in which the student resides;

D. enrollment in any nonsectarian private school or program, or tribal school, located in the School District in which the student resides, which complies with the requirements of State and Federal law;

E. homebound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school in which the child is enrolled;

F. enrollment in any public educational program located outside the School District in which the student resides, pursuant to a contractual agreement between school districts.

The written request shall be provided to the **(x)** building principal ~~**( ) District Administrator [END OF OPTIONS]**~~ who will provide it to the Board or an administrator who is designated to handle such requests. The Board or appropriate staff member shall render a decision, in writing, within ninety (90) days of a request, except that if the request relates to a student who has been evaluated by an Individualized Education Program team and has not been recommended for special education, the decision must be made within thirty (30) days of the request. If the request is denied, the reasons for the denial must be included. A parent may request reconsideration of any decision made by the Board or the designated administrator in response to a request for program or curriculum modifications and such request must be reviewed by the Board. The Board is required to render its determination upon review in writing.

Annually, the District shall notify students and parents of the provisions of this policy. Inclusion of such notification in the student handbook shall satisfy this requirement.

~~**[ ]** The District Administrator shall issue an administrative guideline specifying the process for submitting a request for program or curriculum modifications and how such requests shall be handled when received by the District. **[END OF OPTION]**~~

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	PROGRAMS FOR STUDENTS WITH DISABILITIES
Code	po2460 (YES)
Status	From Neola
Legal	115.78 et seq., Wis. Stats. P.I. 11, Wis. Adm. Code IDEA, 20 U.S.C. 1400 et seq.

2460 - **PROGRAMS FOR STUDENTS WITH DISABILITIES**

The Board shall provide a free, appropriate public education to all eligible persons with a disability, ages three (3) through twenty-one (21), which complies with Federal and State laws and guidelines.

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child.

The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this school District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction (DPI).

~~**[ ]** The DPI handbook of policies, procedures, and forms shall be adopted annually by the Board.~~

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates, and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take State required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03 (YES)
Status	From Neola
Legal	34 C.F.R. Sec. 300.502

2460.03 - **INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one (1) publicly funded IEE for each evaluation completed by the District.

Procedures to Obtain an IEE at Public Expense

A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.

B. If a parent requests an IEE, the District will provide the following information:

   1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.

   2. A description of the District's criteria for selection of IEE examiners.

C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.

   1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.

   2. The examiner must be located within **(x)** 100 miles of the District ~~**( )** ____ miles of the District **( )** the CESA ___ region **[END OF OPTIONS]**~~ and must conduct the evaluation within District boundaries. ~~**[Drafting note: Districts must determine what is an appropriate distance for their region.]**~~

   3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.

4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.

5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.

6. The same criteria apply to both public and independent examiners.

D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the the Director of Student Services ~~_____ **[e.g., the Director of Student Services]**~~ (not to exceed **(x)** $400.00 ~~( ) $_____~~). In the unusual event the examiner is one not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.

~~**[Drafting note: Districts should determine whether the $400.00 amount fits their circumstances. The cost of the IEE must be stated in the policy, otherwise, the cost is not limited.]**~~

E. If unique circumstances justify an IEE that exceeds the maximum allowable cost; the District must ensure the IEE is publicly funded. The District will review these circumstances on a case-by-case basis. If the total cost for an IEE exceeds the District's cost criteria and it is determined through appropriate procedures that there is no justification for excess cost, the cost of the IEE will be publicly funded up to the District's maximum allowable cost. If the District determines the cost exceeds the cost criteria, then the District must without unnecessary delay, initiate a due process hearing to demonstrate the cost did not meet appropriate agency criteria.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	RECORDING OF IEP TEAM MEETINGS
Code	po2461 (YES)
Status	From Neola

2461 - **RECORDING OF IEP TEAM MEETINGS**

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

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

In order to facilitate parents' ability to fully participate in the IEP process, parents of students with disabilities are ordinarily permitted to audio record IEP Team meetings in accordance with the procedures set forth.

A. Parents wishing to audio record an IEP Team meeting must utilize their own recording device and tapes and provide notice to the District prior to the date of the scheduled IEP Team meeting.

B. Parents must obtain the consent of any staff member or other participant in the IEP meeting prior to the meeting in order to tape record the meeting. If any member of the IEP team does not consent to an audio recording of the meeting, the parent will not be permitted to record the meeting, but other accommodation will be made if the tape recording is requested for the parent, due to his/her own disability, to access the IEP process.

C. If the parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting and maintain as a student record, in accordance with State and Federal law.

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

~~The recording of IEP Team meetings is permitted in order for a parent to understand the IEP process and/or his/her child's IEP, or otherwise necessary to implement other parental rights under the IDEA, Section 504 of the Rehabilitation Act of 1973, as amended, and/or the Americans with Disabilities Act, as amended.~~

A. ~~If a parent believes that audio recording an IEP Team meeting is necessary, s/he should notify _____ **[principal or Director of Pupil Services or Director of Special Education]** in writing, preferably at least two (2) school days before the IEP Team meeting, of his/her desire to audio record the meeting and the reason the recording is required, along with documentation of a disability, if any. The _____ will notify the parent of the status of the request and the need for any clarification before the meeting if s/he intends to deny the parent's request to record the meeting.~~

B. ~~If the District representative denies the request, s/he will state in writing the reasons for the denial, and alternative options or accommodations to permit the parents to understand the IEP, the IEP process or to implement the parents' rights.~~

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

Video recording an IEP Team meeting is prohibited, unless it is required to permit a parent to access the IEP process, ensure that the parent is able to understand the IEP or implement the IEP, it will effectively remove a parent(s) barrier to access the IEP process caused by a disability. Documentation of the parent's disability and need for accommodations is required.

If the District records an IEP Team meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")
Code	po2464 (YES)
Status	From Neola
Legal	118.35, Wis. Stats. 121.02(1)(t), Wis. Stats. 8.01(2)(t)2 Admin. Rule

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

The Board recognizes that at any grade level, students have a diverse range of learning needs, with some students requiring instruction and content above grade level standards. The Board further recognizes its responsibility to provide a strong instructional program that results in the academic and social emotional growth of all students, including its advanced learners ("gifted and talented students"), in accordance with Wisconsin law.

Advanced learning focuses on identifying the instructional needs of students within the K-12 grade level system Advanced learners (gifted and talented) are defined as students who give evidence of high performance capability or potential in any one (1) or more of five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. These students need instruction not ordinarily provided in a regular school program or assigned grade level in order to fully develop such capabilities.

The Board shall direct the District Administrator to establish a plan and designate a person to coordinate advanced instruction in a systematic and continuous K-12 progression. Instructional options should be designed to match students' learning needs in the domain(s) in which they are identified. The Coordinator should have background and training in gifted education and/or advanced learning, and all instructional staff will be provided with professional learning specific to the needs of advanced learners. The District Administrator shall provide an opportunity for parental participation in the identification process and resultant programming at both the District level and the school level.

IDENTIFICATION

Advanced learners (gifted and talented pupils) shall be identified in kindergarten through grade 12 in the five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. **(x)** Universal screening should occur before second grade, and again before sixth grade. The purpose of universal screening is to include students who traditionally are underrepresented in advanced learning opportunities. ~~[END OF OPTION]~~ The identification process shall result in a student profile based on multiple indicators of student need, including but not limited to standardized test data with use of both national and local norms, rating scales or inventories, classwork, portfolios, nominations, and demonstrated performance. Identification tools shall be appropriately matched to each domain in which students are being identified. The identification process and tools shall be responsive to factors such as, but not limited to, pupils' economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities (as described under subch. V of ch. 115, Stats.) ~~**( )** Students with advanced learning needs in one area but learning challenges in another (i.e. "twice-exceptional learners") shall be included. **[END OF OPTION]**~~

INSTRUCTION

The District Administrator shall provide access to appropriate instruction for students identified as advanced learners (gifted or talented) that results in their continued academic growth and development. This instruction shall be provided during the regular school day and without charge for tuition. Classroom-based, school-based, and/or District-wide advanced interventions should include evidence-based practices appropriate for the instruction of advanced learners.

Instruction for advanced learners should include opportunities both within and outside the established grade level curriculum. Such opportunities may include but are not limited to, classroom differentiation, curriculum compacting, above grade level instruction, acceleration in an individual subject, full grade acceleration, cluster grouping and flexible grouping,

faster pace and greater depth of instruction, academic enrichment, early admission to kindergarten or first grade, concurrent enrollment at accredited institutions, and early graduation.

~~**[ ]** Accelerated learning opportunities should be available, including but not limited to early entrance to kindergarten, subject acceleration, whole grade acceleration, and early graduation from high school. **[END OF OPTION]**~~

DOCUMENTATION AND EVALUATION

Identification will be documented for each student indicating for which domain(s) they are identified as an advanced learner and what instruction and opportunities were provided.

The District Administrator will evaluate the effectiveness of identification and programming for advanced learners through ongoing data analysis to measure both the growth of individual students and the consistent implementation of advanced learning instruction and opportunities across all K-12 schools **(** ~~**)** and will report this to the Board annually **[END OF OPTION]**~~.

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

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	ADOPTION OF TEXTBOOKS
Code	po2510 (YES)
Status	From Neola
Legal	118.03, Wis. Stats. 118.13 Wis. Stats. 121.02(1)(h) Wis. Stats P.I. 9 P.I. 41 Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. Section 794, Rehabilitation Act of 1973 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990

2510 - **ADOPTION OF TEXTBOOKS**

The Board shall approve all textbooks used as part of the educational program of this District. "Textbook", for purposes of this policy, shall mean the principal source of instructional material for any given course of study, in whatever form the material may be presented, that is available or distributed to every student enrolled in the course.

The criteria established for the method of selection and subsequent Board adoption of textbooks shall not discriminate on the basis of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Further, the District Administrator shall review all textbooks to assure they reflect the cultural diversity and pluralistic nature of American society in compliance with applicable educational standards.

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

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

B. **(xx)** freedom from bias;

C. **(x)** relationship to the curriculum adopted by the Board;

D. **(x)** relationship to a continuous multigrade program;

E. **(x)** impact on community standards;

F. **(x)** manner of selection;

G. **(x)** cost;

H. ~~**( )** appearance and durability.~~

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

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT
Code	po2521 (YES)
Status	From Neola
Legal	118.13, 120.13(5), 121.02(1)(h), Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. Section 1681, Title IX of Education Amendments Act 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. Section 794, Rehabilitation Act of 1973 42 U.S.C. Section 2000 et seq., Civil Rights Act of 1964 42 U.S.C. Section 12101 et seq., The Americans with Disabilities Act of 1990 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979

2521 - **SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT**

The Board shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

For purposes of this policy, the term "instructional materials" is defined as supplemental books, readings, activities, online resources, and media distributed by a classroom teacher to students for the purpose of teaching the course content in accordance with the Board-approved course of study (see Policy 2220 - Adoption of Courses of Study). Textbooks, as defined in Policy 2510 - Adoption of Textbooks, are not included in this definition or policy. Learning assessment materials designed or selected by the teacher, such as quizzes, tests, exams, worksheets, lesson plans, homework assignments, and the like, are not selected by the Board and therefore not considered instructional materials for purposes of this policy.

The term "instructional equipment" is defined as tools and apparatus used by a classroom teacher for the purpose of conveying the course content or by a student for the purpose of learning the course content. Examples of instructional equipment include, but are not limited to, computing devices, projectors, screens, smartboards, chalkboards/whiteboards, televisions, DVD/video players, overhead projectors, calculators, maps, microscopes, scientific laboratory items, balls, physical activity equipment, musical equipment, career and technical education tools and appliances, art apparatus such as kilns and easels, and the like. Expendable supplies with an expected lifespan of a school year or less, and purchased with a corresponding WUFAR accounting code in accordance with DPI regulations, are not considered instructional equipment.

Any concerns by the public regarding instructional materials and equipment shall be reviewed in accordance with Policy 9130 - Public Requests, Suggestions, or Complaints.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

~~**( )** The District Administrator shall develop administrative guidelines for the selection and maintenance of all instructional materials and equipment.~~

The District Administrator shall periodically, provide for a systematic review, by the Board, of the District's instructional materials and equipment in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school improvement process.

[x] Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

[x] The cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop and art activities where the product becomes the property of the student.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	INSTRUCTIONAL MATERIAL CENTERS
Code	po2522 (YES)
Status	
Legal	43.70, 43.72, 121.02(1)(h), Wis. Stats. PI 8.01(2)(h) and PI 9.03(1)(e)

2522 **- ~~( ) LIBRARY MEDIA CENTERS~~ (x) INSTRUCTIONAL MATERIAL CENTERS ~~( ) LIBRARIES~~**

The Board believes that school ~~( ) library media centers~~ **(x)** instructional material centers **( )** libraries ~~**[END OF OPTION]**~~ are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for a ~~( ) library media center~~ **(x)** instructional material centers ~~( ) libraries **[END OF OPTION]**~~ in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school ~~( ) library media centers~~ **(x)** instructional material centers ~~( ) libraries **[END OF OPTION**~~**]** are:

A. **(x)** To support and enrich the District's standards and benchmarks;

B. **(x)** To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of literature;

C. **(x)** To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;

D. **(x)** To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;

E. **(x)** To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;

F. **(x)** To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;

G. **(x)** To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;

H. **(x)** To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users.

The District Administrator **(x)**, in collaboration with the District's library media specialist, ~~**[END OF OPTION]**~~ shall establish procedures ~~( ) consistent with the District's long-range plan for library services development **[END OF OPTION]**~~ related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Gifts and Donations

Gifts and donations shall be handled in accordance with Policy 7230 - Gifts, Grants, and Bequests.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

~~**[NOTE: Districts May Select One of the Following Options:]**~~

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

~~The District Administrator shall establish procedures for receiving and resolving requests received by the District concerning library materials.~~

~~The material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that the subject material poses a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for **( )** _____ years before new requests for reconsideration of those items will be entertained.~~

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

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

~~All requests for reconsideration of library materials under this policy shall be addressed as follows:~~

A. ~~Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.~~

B. ~~The request to the District Administrator shall be made in writing and shall include the following information:~~

    1. ~~author;~~
    2. ~~title;~~
    3. ~~publisher;~~
    4. ~~the individual's familiarity with the material, including how much of the entire book/resource being challenged has been read by the complainant;~~
    5. ~~for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not **( )** age-appropriate **( )** developmentally appropriate **( )** age-appropriate or developmentally appropriate **[END OF OPTION]** for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.~~ ~~**[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that are still in use in State law.]**~~

C. ~~A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which shall consist of the following members:~~

1. ~~a building level administrator;~~
2. ~~**( )** a teacher;~~
3. ~~**( )** a school librarian;~~
4. ~~**( )** a reading specialist or language arts teacher; and~~
5. ~~**( )** a member of the community.~~
6. ~~**( )** _____.~~
7. ~~**( )** _____.~~

D. ~~The procedures for the Reconsideration Committee will be as follows:~~

1. ~~The chairperson will be the building level principal or designee. The secretary of the committee will be elected at the first meeting.~~
2. ~~The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.~~
3. ~~The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.~~
4. ~~The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.~~
5. ~~During the initial or subsequent meetings, the committee will issue a majority approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.~~
6. ~~The committee's recommendation shall be reported to the District Administrator in writing within **[OPTION 1] ( )** five (5) **[OPTION 2] ( )** _____ (__) **[END OF OPTIONS]** business days following the committee's decision.~~

   ~~The District Administrator will advise the requestor, in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.~~

E. ~~The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within **[OPTION 1] ( )** ten (10) **[OPTION 2] ( )** _____ (__) **[END OF OPTIONS]** business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.~~

F. ~~The decision of the Board is final.~~

~~Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for **( )** _____ years before new requests for reconsideration of those items will be entertained.~~

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

~~**[ ] OPTION 3**~~

~~All requests under this policy for reconsideration of library materials shall be addressed as follows:~~

A. ~~Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing as listed below.~~

B. ~~**( )** The request is to be addressed to the **( )** school library media specialist **( )** building principal **( )** District Administrator **( )** _____, **[END OF OPTIONS]** in writing and shall include the following information:~~

   1. ~~**( )** author;~~
   2. ~~**( )** title;~~
   3. ~~**( )** publisher;~~
   4. ~~**( )** the individual's familiarity with the material, including how much of the entire book/resource being challenged has been read by the complainant;~~
   5. ~~**( )** for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on non-discrimination, is not **( )** age-appropriate **( )** developmentally appropriate **( )** age-appropriate or developmentally appropriate **[END OF OPTIONS]** for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known. **[DRAFTING NOTE: Different terms are offered here to reflect differing terminology amongst current library professionals and that still in use in State law.]**~~

C. ~~**( )** The request shall be reviewed and evaluated in consultation with the District's library media specialist(s) and appropriate administrative personnel. The District official first presented with the request shall provide a response to the requestor advising that individual of the decision on the request to reconsider library materials, including an explanation of the reason for the decision. The matter may be referred to the Board upon the determination of the District Administrator prior to any decision being communicated.~~

D. ~~**( )** The requestor may appeal a decision, within thirty (30) business days, to the Board through a written request to the District Administrator, who shall forward the request and all written material relating to the matter to the Board. The Board will determine how to evaluate the matter and reach a determination on the request. The Board may receive additional evidence or reach a determination based on the record.~~

~~The decision of the Board shall be final.~~

~~Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is not made solely because the material presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.~~

~~Decisions on reconsidered materials will stand for **( )** _____ years before new requests for reconsideration of those items will be entertained.~~

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

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

A. support and enrich the curriculum and/or students' personal interests and learning;

B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;

C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;

D. incorporate accurate and authentic factual content from authoritative sources;

E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;

F. exhibit a high degree of potential user appeal and interest;

G. represent differing viewpoints on issues of interest;

H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;

I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases, e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per Policy 7540.03 - Student Technology Acceptable Use and Safety Policy;

J. demonstrate physical format, appearance, and durability suitable for their intended use;

K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

Parental/Police Access to ~~( ) Library Media Center Information~~ (x) Instructional Material Center Information ~~( ) Library~~ Information ~~[END OF OPTION]~~

The Board respects the privacy rights of parents and their children. The Board is also committed to ensuring that parents are permitted to obtain information about the instructional material, resources, and services students choose to use at the District's ~~( )~~ ~~library media centers~~ **(x)** instruction material centers ~~( )~~ ~~libraries~~ ~~[END OF OPTION]~~.

Parents of a student under the age of sixteen (16) have the right to review, upon request ~~(see Form 2416.01 F1), ( ) library media center~~ **(x)** instruction material center ~~( )~~ ~~library~~ ~~[END OF OPTION]~~ records relating to the use of the ~~( ) library's~~ **(x)** center's ~~[END OF OPTION]~~ documents or other materials, resources, or services by the student.

Upon request from a law enforcement officer investigating criminal conduct alleged to have occurred at a school library, the ~~( )~~ ~~library media center~~ **(x)** instructional materials center ~~( )~~ ~~library~~ ~~[END OF OPTION]~~ shall disclose to the officer records produced by a surveillance device under the control of the ~~( )~~ ~~library~~ **(x)** center ~~[END OF OPTION]~~ that are pertinent to the alleged criminal conduct.

Other than the exceptions noted above, records indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or to persons authorized by the individual to inspect such records.

Inter-Library Loans

The Board authorizes District participation in interlibrary loan programs. The District will loan school library books and other instructional materials that are not in immediate or constant demand by staff or students to another participating school district for use in the libraries of that district.

Fines

Students may be assessed fines for the late return of borrowed materials or damage or loss of materials in accordance with Policy 6152 - Student Fees, Fines, and Charges **(x)** and the Student Handbook ~~[END OF OPTION]~~.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	COPYRIGHTED WORKS
Code	po2531 (YES)
Status	From Neola
Legal	17 U.S.C. 101 et seq.

2531 - **COPYRIGHTED WORKS**

The Board of Education directs its staff and students to use copyrighted works only to the extent that the law permits. The Board recognizes that Federal law applies to public school districts and the staff and students must, therefore, avoid acts of copyright infringement under penalty of law.

In order to help the staff and students abide by the laws set forth in Title 17 of the United States Code, the Board directs the District Administrator to provide administrative guidelines regarding the copying and distribution of copyrighted materials for instructional purposes and for the appropriate use of copyrighted materials on the Board's website.

Because the Board hosts a website and stores information on it at the direction of users, it is classified as an on-line service provider for copyright purposes. In order to limit the Board's liability risk relating to material/information residing, at the direction of a user, on its system or network, the Board directs the District Administrator to annually appoint an individual as the agent to receive notification of claimed infringement. A link to the agent's name, mailing address, telephone number, fax number, and e-mail address shall appear on the home page of the Board's website. Such contact information, along with the appropriate filing fee, shall also be provided to the Copyright Office of the Library of Congress.

~~**[ ]** Additionally, the agent's name, mailing address, telephone number, fax number, and e-mail address shall be included in the Student Handbook for each school.~~

The agent shall be responsible for investigating and responding to any complaints.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	PROGRAM ACCOUNTABILITY AND EVALUATION
Code	po2605 (YES)
Status	From Neola
Legal	115.385(2), 115.385(4), Wis. Stats.

2605 - **PROGRAM ACCOUNTABILITY AND EVALUATION**

The Board believes that effective education includes proper evaluation of the results produced from the educational resources provided by the community and the government. As the governing body of the District, the Board has the responsibility for assessing how well goals are being accomplished.

The Board shall fulfill this responsibility by establishing a means for the continued evaluation of results which shall be systematic and specific.

The following elements will be included in its accountability program:

A. **(x)** clear statements of expectations and purposes for each program coupled with specifications of how their successful achievement will be determined

B. ~~**( )** provisions for staff, resources, and support necessary to achieve each program's purposes~~

C. ~~**( )** evaluation of each program to assess the extent to which each program's purposes and objectives are being achieved~~

D. **(x)** recommendations for revisions and modifications needed to better fulfill expectations and purposes

The District Administrator shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board. Findings of the assessment program may be used to evaluate the progress of students ~~and~~

~~**( )** the effectiveness of the curriculum,~~

~~**( )** the effectiveness of staff members,~~

~~**( )** the effectiveness of the school/delivery system.~~

The District Administrator shall recommend improvements in the educational program annually, based on the evaluation of the District's program. ~~**( )** Such improvements shall reflect the plans for improvement of the educational program submitted by each school principal. **( )** Each school's improvement plan shall be based on the staff's findings from program evaluations at each level as well as on the evaluations provided by the school improvement team (see Policy 2120 - Management Restructuring and School Improvement).~~

~~**[ ]** The Board reserves the right to employ experts from outside the District to serve in the evaluation process.~~

~~**[ ]** The Board will annually make available to the public the progress of the student body toward the goals of the District.~~

Assessment results obtained under this policy shall not be used for comparison purposes except as required by statute, regulations of the Department of Public Instruction, or internally, as authorized by the District Administrator or Board.

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	STUDENT ASSESSMENT
Code	po2623 (YES)
Status	From Neola
Legal	118.30, Wis. Stats. P.I. 8.01(2r/s), Wis. Adm. Code

2623 - **STUDENT ASSESSMENT**

The Board of Education shall assess student achievement and needs in all areas of the curriculum in order to determine the progress of students and to assist them in attaining District goals.

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, student portfolios, and physical examinations.

The District Administrator shall develop

(x) and present to the Board annually

( ) and the Board shall approve

a program of testing and assessment that includes:

A. State-required tests;

B. curriculum-based written and oral examinations which include the use of alternative questions, demonstrations, writing exercises, individual and group projects, performances, portfolios, and samples of best work;

C. ~~**( )** assessment tests;~~

D. ~~**( )** aptitude tests;~~

E. ~~**( )** achievement tests;~~

F. ~~**( )** vocational inventories;~~

G. ~~**( )** tests of mental ability.~~

The Board requires that:

A. **(x)** tests be administered by persons who are qualified under State law and regulation;

B. **(x)** parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;

C. ~~**( )** data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the policy of this Board regarding student records;~~

D. ~~**( )** the results of each school-wide, program-wide, and District-wide test be made part of the public record.~~

All students shall participate in State-wide or District-wide assessments, and any student with a disability shall be provided appropriate accommodation and/or alternate assessments where necessary as indicated in the student's I.E.P. or Section 504 plan.

~~**[ ]** In addition to the testing programs, the District Administrator shall develop administrative guidelines whereby a portfolio is developed and maintained for each student.~~

Parental Opt-Out of Assessments (students)

The Board shall excuse any student from the State examination administered in 4th grade, 8th grade, 9th grade, 10th grade, or 11th grade whether the test administered is the one developed by the Department of Public Instruction or the District's own test developed and approved by the DPI and the U.S. Department of Education. To opt-out of these examinations, the student's parent must submit a statement in writing to the **(x)** building Principal ~~**( )** _____ **[other official designated to receive]**~~ stating that the parent is opting out of the examination(s).

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Book	Neola Policy Templates for Processing
Section	2000 Program Templates (X) - December
Title	SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS
Code	po2700.01 (YES)
Status	From Neola
Legal	115.38, Wis. Stats. 115.385, Wis. Stats. 20 U.S.C. 6311

2700.01 - **SCHOOL PERFORMANCE AND STATE ACCOUNTABILITY REPORT CARDS**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

School Performance Report (SPR)

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report.

Per the Wisconsin Department of Public Instruction, the District shall use links to the WISEdash Public Portal to meet the electronic State School Performance Report requirements.

Title I Provisions of the School/District Accountability Report Card

In any year that the District receives Title I funding, its school/District accountability report card(s) must also include the information regarding the delivery of Title I services as described in Policy 2261.03.

State Accountability Report Card

A copy of each school's accountability report card, as prepared by the Wisconsin Department of Public Instruction, shall be provided by the District to the parent of each student enrolled in or attending the school on an annual basis. The report shall be provided with the Notification of Educational Options.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	VOLUNTEERS
Code	po8120 (YES)
Status	From Neola
Legal	120.20, Wis. Stats.

8120 - **VOLUNTEERS**

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

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

~~**[Drafting Note: If the District allows Board members to be volunteers consistent with 120.20, Wis. Stats., a background check must be completed before the Board member begins volunteering.]**~~

Board members **(x)** and any other individuals who volunteer to work in the schools ~~**[END OF OPTION]**~~ must submit to a criminal history records and background check before being allowed to participate in any activity or program.

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

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

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

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

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

Each volunteer:

A. **(x)** shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;

B. **(x)** will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for workers compensation;

C. ~~**( )** will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury as a result of their volunteer services;~~

D. **(x)** in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

~~**[ ]** The District Administrator shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.~~

[x] Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteer's requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	PERSONAL BACKGROUND CHECK - CONTRACTED SERVICES
Code	po8121 (YES)
Status	From Neola

8121 - **PERSONAL BACKGROUND CHECK – CONTRACTED SERVICES**

To protect students and staff members, the Board requires an inquiry into the personal background of each contractor, subcontractor, and employee of a contractor or subcontractor who is likely to have direct, ongoing contact with children within the scope of their contracted service or employment.

The District Administrator shall establish the necessary procedures to provide that (1) individuals serving as contractors or subcontractors submit to a background check and (2) entities operating as contractors or subcontractors conduct an inquiry into the background information of their employees who are likely to have direct, ongoing contact with children.

Each individual serving as a contractor or subcontractor who is likely to have direct, ongoing contact with children in the course of providing services to the District shall be required to report the ~~**( ) arrest and the filing of criminal charges against the contractor or subcontractor, [END OF OPTION]**~~ conviction of the contractor or subcontractor for a crime, and substantiated report of child abuse or neglect of which the contractor or subcontractor is the subject.

Each contractor and subcontractor providing services to the District shall screen all employees who are likely to have direct, ongoing contact with children in the course of providing services to the District. Screening shall be required only one (1) time during the period of the current contract with the District as long as the contractor has continuously screened new hires, required the same of its subcontractors, and required that these employees report the ~~**( ) arrest and the filing of criminal charges against the employee, [END OF OPTION]**~~ conviction of the employee for a crime, and substantiated report of child abuse or neglect of which the employee is the subject.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CONSULTANTS
Code	po8125 (YES)
Status	From Neola
Legal	120.20, Wis. Stats.

8125 - **CONSULTANTS**

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

~~**[ ]** The District Administrator shall report to the Board the contract of any consultants no later than at the next Board meeting.~~

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	REQUIRED REPORTING OF STAFF CONDUCT
Code	po8141 (YES)
Status	From Neola
Legal	115.31, 940.225, 948 Wis. Stats

8141 - **REQUIRED REPORTING OF STAFF CONDUCT**

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

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

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

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

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

Reporting Requirements for Licensed Staff

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

A. the licensed staff member is charged with a crime pursuant to Chapter 948, Wisconsin Statutes, including a crime specified as a felony pursuant to section 948.015 that has a maximum term of imprisonment of at least five (5) years or a crime in which the victim was a child;

B. the licensed staff member is convicted of a crime under Chapter 948, Wisconsin Statutes, or a felony with a maximum term of imprisonment of at least five (5) years, or a crime in which the victim was a child, or pursuant to 940.225(3m), Wisconsin Statutes fourth-degree sexual assault;

C. the licensed staff member is dismissed, or his/her contract is not renewed by the District-based in whole or in part on evidence that the person engaged in immoral conduct; or

D. the licensed staff member resigns and the District Administrator has a reasonable suspicion that the resignation relates to the person having engaged in immoral conduct.

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

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

Non-Licensed Staff Reporting Requirements

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

General Reporting Requirements

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	ANNUAL REPORTS
Code	po8145 (YES)
Status	From Neola
Legal	120.18, 121.05, Wis. Stats.

8145 - **ANNUAL REPORTS**

Pursuant to State law the School District Clerk, after the end of the school year and no later than September 1st shall file an annual report and budget and membership report with the Department of Public Instruction each year.

The Annual District Report and Budget shall include the following:

A. the school count, consisting of school-age persons residing in the District as described by State law;

B. the number of children between the ages of four (4) and twenty (20) taught in the District during the school year, which shall include the number of students enrolled on the 3rd Friday in September and the 2nd Friday in January of the previous school year as described in State law, or on alternative dates established by DPI in the event school can not be held on either of those count days;

C. the number of children below the age of four (4) and above the age of twenty (20) who attended school in the District;

D. the number of school days taught, including holidays, and the number of hours of direct student instruction provided in each school by teachers legally qualified to teach;

E. the names of all teachers employed by the District during the school year, including specifically the number of teachers employed by the school district on the 3rd Friday in September of the previous school year, the number of days taught by each, the monthly salary paid to each, and the time allowed each teacher to attend an educational conference for which no wages were deducted;

F. the amount of money received during the school year, designating separately the amount received from the school fund income, from taxes levied by the County Board, from taxes voted by the District, and from all other sources; the manner in which funds were expended, showing separately the expenditure of school money received from the State;

G. the amount and character of District debts;

H. payroll and related benefit costs for all District employees in the previous school year, which shall be amended to reflect any increase cost through collective bargaining agreement that occurs after the annual report is filed and before October 1st;

I. a description of the educational technology used by the District, including the uses made of the technology, the cost of the technology and the number of persons using or served by the technology;

J. the estimated budget for the current school year which shall be based upon the uniform accounting system prescribed by the Department;

K. the number of students for whom contracts with private education services are entered into under s. 120.13(26); and

L. other facts and statistics in relation to the District as the Department of Public Instruction requires.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	NOTIFICATION OF EDUCATIONAL OPTIONS
Code	po8146 (YES)
Status	From Neola
Legal	115.385(4), Wis. Stats. 118.15, Wis. Stats. 118.55, Wis. Stats. 118.57, Wis. Stats.

8146 - **NOTIFICATION OF EDUCATIONAL OPTIONS**

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	SCHOOL CALENDAR
Code	po8210 (YES)
Status	From Neola
Legal	115.01(10), 118.045, 121.02(1)(f)(1), Wis. Stats. PI 8.01

8210 - **SCHOOL CALENDAR**

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

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

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

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

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

The District Administrator shall certify to the Department of Public Instruction the number of hours of student instruction during the previous school year.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	SCHOOL DAY/SCHOOL CLOSURE
Code	po8220 (YES)
Status	From Neola
Legal	118.24(2), Wis. Stats.

8220 - **SCHOOL DAY/SCHOOL CLOSURE**

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

School Closure

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

[x] The District Administrator shall have the authority to determine which school-related activities may be conducted if the school is closed for a period of time. The Administrator shall prepare appropriate guidelines for communication to students, parents, and others regarding the scheduling and conduct of such activities.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN
Code	po8300 (YES)
Status	From Neola

8300 - **CONTINUITY OF ORGANIZATIONAL OPERATIONS PLAN / SAFETY PLAN**

The Continuity of Organizational Operations Plan (COOP) provides the District with the capability of conducting its essential operations under all threats and conditions with or without warning. Having a plan to recover from any type of disaster regardless of the severity and consequences of the emergency is critical to recovery of operations and can minimize the impact on the District's teaching and learning, personnel, facilities, technology, transportation, food service, and other functional resources.

Scope of the Continuity Plan

The primary objective of the COOP is to restore the District's critical operational functions and the learning environment as quickly as possible after a crisis or threat event has occurred. A COOP contains critical and sensitive information that is confidential and exempt from public disclosure.

Planning for the continuity of operations of a school system in the aftermath of a disaster is a complex task. The current changing threat environment and recent emergencies, including acts of nature, accidents, technological emergencies, and terrorist attacks and threats, have increased the need for viable continuity capabilities and plans that enable the District to resume and continue the essential functions in an all-hazards environment across a full spectrum of emergencies. Such conditions have increased the importance of having continuity plans in place that provide stability of essential functions across the various levels of public government and private enterprises.

The planning and development of continuity of an organizational operations plan, as well as the ongoing review and revision of such a plan, is important for the overall District **(x)** and also for each school ~~**( )** and department in the District.~~

The District-wide plan describes how the District will respond as a total organization to a given emergency and describes the centralized resources and how they will be organized to implement command and control necessary to function during the life cycle of the event. Individual school and departmental plans contain the details related to the continuity plan for those specific sites and functional areas to prepare for an event, communicate throughout the duration of an event, assess the impact of an event on essential functions in the unit, respond to the event, and detail what will be done to recover from the event.

Preparation for, response to, and recovery from a disaster affecting administrative, educational, and support functions of the District's operations requires the cooperative efforts of external organizations, in partnership with the functional areas supporting the business of the District. This includes local government agencies, law enforcement, emergency management, medical services, and vendors necessary to District operations. The COOP outlines and coordinates all efforts by the District in cooperation with other local and State agencies and businesses to restore the essential functions of the District to the larger local community post-disaster.

The District Administrator shall recommend the COOP for Board review and approval; however, the COOP shall be considered a confidential document not subject to release under State public records laws and accordingly no copies shall be provided for public review during the adoption process.

The District Administrator shall conduct

~~**( )** an annual~~

(x) a periodic

review of the COOP.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	INFORMATION SECURITY
Code	po8305 (YES)
Status	From Neola

8305 - **INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100 - Definitions) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100 - Definitions) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

If an individual has any questions concerning whether this policy and/or its related administrative guidelines apply to the individual or how this policy and/or related administrative guidelines apply to the individual, then the individual should contact the District's Technology Director or Information Technology Department/Office.

~~**[ ]** The District Administrator shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information. **[END OF OPTION]**~~

Further, the District Administrator is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally-identifiable information occurs. (See Policy 8320.01 - Unauthorized Acquisition of Staff Personal Information and/or Policy 8330.01 - Unauthorized Acquisition of Student Personal Information.)

The District Administrator shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third party contractors/vendors who require access to Confidential Data/Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law

enforcement. Students who violate this policy and/or administrative guidelines will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this policy and/or administrative guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this policy and/or administrative guidelines may be denied access to the District's Technology Resources.

The District Administrator shall conduct

~~( ) an annual~~

(x) a periodic

assessment of risk related to the access to and security of the data/information collected and retained by the District, as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300 - Continuity of Organizational Operations Plan. Public discussion of any component of an Information Systems assessment or audit will not be held if, at the District Administrator's discretion, doing so would jeopardize cybersecurity, or the confidentiality, integrity, or availability of employee or student information, or any other security related considerations requires confidentiality.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	OPEN MEETINGS FOR NON-BOARD COMMITTEES
Code	po8309 (YES)
Status	From Neola
Legal	19.82 et seq., Wis. Stats.

8309 - **OPEN MEETINGS FOR NON-BOARD COMMITTEES**

The Board acknowledges that in many instances the Board's work is informed and aided by recommendations provided to it by groups of individuals with expertise or a stake in the particular subject. In some cases, those committees are created by and given a function through official action or policy of the Board. At other times, committees are created administratively to assist the school administration in its work. In some cases, a committee or group of individuals meeting for a particular purpose will be considered a governmental body and must conduct its work according to the open meetings law. The Board is committed to compliance with the open meetings law. Each group must evaluate whether it is subject to open meetings requirements. This policy does not apply to committees of the Board, which are covered by Board bylaws (Policy 0155 - Committees).

Definitions

"Committee" – A group with a defined set of individual members operating as a collective body to meet for the purpose of developing recommendations, reviewing materials, considering District policy or performing a particular function which has been given to that body by the Board **(x)** or District Administrator ~~**[END OF OPTION]**~~, such that it operates as a governmental body. A group that otherwise meets the definition of "committee" is a committee for purposes of this policy regardless of its use of a different name or description (i.e. a working group), or by virtue of the fact that the committee's actions are merely advisory to the Board or the administration.

"Governmental Body" – means the Board and each standing committee of the Board, as well as any committee as that term is defined in this policy.

"Meeting" – means the convening of members of a governmental body for the purpose of exercising the responsibilities, authority, power, or duties delegated to or vested in the body. If one-half (1/2) or more of the members of a governmental body are present, the meeting is rebuttably presumed to be for the purpose of exercising the responsibilities, authority, power, or duties delegated to or vested in the body. The term does not include any social or chance gathering or conference which is not intended to avoid the open meetings law requirements, if applicable.

Evaluating a Group's Status as a Committee

In determining whether a group is a committee, the following factors shall be evaluated:

A. How was the group created?

   1. By Board policy?

   2. By official action or resolution of the Board or of a committee of the Board?

   3. By the District Administrator?

   4. Informally at the building or department level?

B. Was the group given a function by State or Federal law?

C. Was the group's membership established, such that there is an identifiable set of members?

D. Were the members chosen by the Board, District Administrator, or by other means?

E. Were the characteristics of the members established by policy or law?

F. Were the members selected because they have expertise in the area or are a part of a constituent group?

G. Will the group hold regular meetings?

H. Is there a defined meeting schedule?

I. Is the group performing recurrent/ongoing work or a single project?

J. Will the work of the group be reported to the Board or to the District Administrator, either directly or indirectly?

K. Will the group take votes and report collective action?

L. Is the work of the group related to a core function or duty of the Board (e.g., curriculum development, budget development, student conduct policy, etc.)?

M. Has the group identified a chairperson and/or other persons with group functions (e.g., secretary to take minutes, clerk to assure notices are given, etc.)?

N.

No one element is dispositive as to whether the group is a "committee" for purposes of this policy. The purpose of the group and how it carries out that purpose should be reviewed as a whole. If taken as a whole and the group is created by official action, has a set membership, performs a specific function given to it when created, and issues a collective work product, then the group is presumptively a committee.

Committees

Any group that is formed or that meets as a defined or readily determinable collection of individuals to further a function of the School District should consult with the building principal or District Administrator to determine whether the group constitutes a committee pursuant to this policy. The District Administrator is authorized to consult with legal counsel as deemed necessary. This policy is not intended to require application of the open meetings law to all groups of individuals who meet to discuss school functions. The Board recognizes that meetings occur frequently between school and District staff and that not all such meetings implicate open meetings requirements. When a group does meet the definition of a committee, however, that committee must satisfy the requirements of the open meetings law.

Open Meetings Law Requirements

It is the Board's policy that committees shall adhere to Wisconsin's open meetings law, including the following obligations:

A. All meetings shall be held at a location in the District sufficient to provide for the opportunity for members of the public to attend.

B. All meetings shall be noticed at least twenty-four (24) hours in advance of the meeting, unless such notice is impossible or impracticable, and emergency circumstances necessitate the meeting, in which case no fewer than two (2) hours notice shall be given.

C. Notice shall be posted in locations in the District where meeting notices are typically posted; however, publication of notice is only required as expressly provided by the Board or the District Administrator.

D. Notice shall identify the subject matter for discussion, along with any contemplated action, with enough specificity so as to inform the public of the purpose of the meeting.

E. Any contemplated closed session must specify the authority for meeting in closed session and identify the subject matter to be discussed with sufficient specificity without compromising the purpose for closing the meeting.

F. Actions shall be taken in open session, unless it would violate the purpose for which closed session was held.

G. A majority of the identified members of the group must be present for the group to take any action in furtherance of its collective purpose.

H. Written minutes of each meeting shall be kept which identify at a minimum, the date, time, and location of the meeting, the identity of the members present and those absent, the items on the agenda and whether the items were discussed during the meeting, any action taken during the meeting, and the time the meeting concluded.

Each committee may determine the manner and formality of its meetings. No specific form of parliamentary procedure is required, provided that any action officially taken can be recorded and a tally of votes noted.

[x] The District Administrator shall develop and maintain a comprehensive list of established committees, each committees membership, purpose, and meeting schedule once established. ~~**[END OF OPTION]**~~

Meetings of School District Staff

While the Board acknowledges the importance of following the open meetings law and maintaining access for the general public, it also recognizes that frequent, and often impromptu, meetings of School District staff occur throughout the day and are an important part of the delivery of a collaborative and comprehensive educational program to students. Nothing in this policy shall be construed to prohibit interaction and consultation among staff in the day-to-day performance of job responsibilities.

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

8310 - **PUBLIC RECORDS**

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

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

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

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

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

The District may impose a fee upon the requester of a copy of a record of $0.05_____ per page, which represents the actual, necessary, and direct cost of reproduction of the record. **~~[DRAFTING NOTE: According to public records guidance from the Wisconsin Department of Justice, a governmental unit may not make a profit on its response to a public records request. The copy fee may only include the cost of the paper and the cost of the~~**

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

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

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

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

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

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

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

Records Retention Schedule

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

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

A. Wisconsin Public School District and Related Records GRS

B. **(x)** Administrative and Related Records GRS

C. **(x)** Budget and Related Records GRS

D. **(x)** Facilities Management and Related Records GRS

E. **(x)** Fiscal and Accounting and Related Records GRS

F. **(x)** Human Resources and Related Records GRS

G. **(x)** Information Technology and Related Records GRS

H. **(x)** Payroll and Benefits and Related Records GRS

I. **(x)** Purchasing & Procurement and Related Records GRS

J. **(x)** Risk Management and Related Records GRS

K. **(x)** Wisconsin Municipal and Related Records GRS

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	INFORMATION MANAGEMENT
Code	po8315 (YES)
Status	From Neola
Legal	Federal Rules of Civil Procedure 34, 37(f)

8315 - **INFORMATION MANAGEMENT**

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

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

A. when the Board has specific information and/or written notice from an individual, parent or student of an intent to file an appeal of student discipline to State court;

B. when the Board has specific information and/or written notice that litigation is imminent even though the litigation has not yet been filed in Federal or State court;

C. when the Board is served with litigation, including, but not limited to, notice of a lawsuit in Federal or State court, or notice of a student disciplinary appeal to State court;

D. when the Board receives specific information and/or written notification from an employee, labor union, or other person of an intent to file a claim against the Board, its members, employees or agents at an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, or a Wisconsin Equal Rights Division regarding a claim against the Board, its members, employees or agents;

E. when the Board receives specific information and/or written notification from an administrative agency such as the Equal Employment Opportunity Commission, Wisconsin Employment Relations Commission, U.S. Department of Education Office for Civil Rights, or a Wisconsin Equal Rights Division regarding a claim against the Board, its members, employees or agents;

F. when the Board receives written notification from a third party requesting that the Board maintain information that could be at issue in litigation or potential litigation against that third party;

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

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

Definitions

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

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

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

Initiation and Removal of a "Litigation Hold"

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	PERSONNEL RECORDS
Code	po8320 (YES)
Status	From Neola
Legal	103.13, Wis. Stats. 165.68, Wis. Stats. The Americans with Disabilities Act of 1990

8320 - **PERSONNEL RECORDS**

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

District Records Custodian (DRC) Responsibilities

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

A. criminal conviction history requests and reports;

B. employee assistance program records;

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

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

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

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

Content of Personnel Record Files

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

Third Party Access to Personnel Records – Confidentiality

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

Address Confidentiality Program

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

Access to Personnel Documents, Employee and Designated Representative

A. **Covered Documents**

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

1. records relating to the investigation of possible criminal offenses committed by that employee;
2. letter of reference for that employee;
3. any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document;
4. materials used by the District for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions, and job assignments or other comments or ratings used for the District's planning purposes;
5. information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy;
6. records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding;
7. medical records that the District believes would have a detrimental effect on the employee.

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

B. **Request and Review Procedure**

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

The District shall provide the employee with the opportunity to inspect the employee's records within seven (7) working days after the employee makes the request for inspection. The inspection shall take place at a location reasonably near the employee's place of employment and during normal working hours. If the inspection during normal working hours would require an employee to take time off from work, the District may provide some other reasonable time for the inspection. In any case, the District may allow the inspection to take place at a time other than working hours or at a place other than where the records are maintained if that time or place would be more convenient for the employee. The records will be reviewed in the presence of the DRC or a designee.

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

C. **Designated Representative**

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

D. **Copy Charges**

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

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

Personnel Record Correction

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION
Code	po8320.01 (YES)
Status	From Neola
Legal	134.98 Wis. Stats.

8320.01 - **UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION**

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

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

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

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

Required Notice for Unauthorized Acquisition of Information

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES
Code	po8325 (YES)
Status	From Neola

8325 - **RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES**

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

Service of Legal Documents

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

[x] The District Administrator has authorization to contact legal counsel.

Student Records and Other Confidential Information

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

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

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

Compliance with Legal Documents

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

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

8330 - **STUDENT RECORDS**

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

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

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

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

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

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

Address Confidentiality Program

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

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

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

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

A school official is a person employed by the Board as an administrator, supervisor, teacher/instructor (including substitutes), or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the Board has contracted to perform a special task (such as an attorney, auditor, or medical consultant); a contractor, consultant, volunteer, or other party to whom the Board has outsourced a service otherwise performed by Board employees (e.g. a therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing tasks (including volunteers).

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

The Board authorizes the administration to:

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

    1. a reasonable attempt is made to notify the student's parent or eligible student of the transfer (unless the disclosure is initiated by the parent or eligible student; or the Board's annual notification - Form 8330 F9 - includes a notice that the Board will forward education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer);

    2. the parent or eligible student, upon request, receive a copy of the record;

3. the parent or eligible student, upon request, has an opportunity for a hearing to challenge the content of the record; and

4. no later than the next working day, the District shall transfer to another school, including a private or tribal school, or school district, all student records relating to a specific student if the transferring school district or private school has received written notice from the student (if an adult) or their parent or guardian if the student is a minor that the student intends to enroll in the other school or school district or written notice from the other school or school district that the student has been placed in a juvenile correctional facility, as defined in s. 938.02(10p), or a secured residential care center for children and youth, as defined in s. 938.02(15g);

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

B. forward student records, including disciplinary records with respect to suspensions and expulsions, upon request to a juvenile detention facility in which the student has been placed, or a juvenile court that has taken jurisdiction of the student;

C. disclose student records that are pertinent to addressing a student's educational needs to a caseworker or other representative of the department of children and families, a county department under s. 46.215, 46.22, or 46.23, or a tribal organization, as defined in 25 USC 450b(L), that is legally responsible for the care and protection of the student, if the caseworker or other representative is authorized by that department, county department, or tribal organization to access the student's case plan;

D. provide "personally-identifiable" information to appropriate parties, including parents of an eligible student, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals, if there is an articulable and significant threat to the health or safety of a student or other individuals, considering the totality of the circumstances;

E. report a crime committed by a child to appropriate authorities, and with respect to reporting a crime committed by a student with a disability, to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;

F. release de-identified records and information in accordance with Federal regulations;

G. disclose personally identifiable information from education records, without consent, to organizations conducting studies "for or on behalf of" the District for purposes of developing, validating or administering predictive tests, administering student aid programs, or improving instruction;

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

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

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

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

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

parties is required under this exception.

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

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

I.

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

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

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

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

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

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

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

DIRECTORY DATA

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

A. **(x)** a student's name;

B. **(x)** address;

C. **( )** telephone number;

D. **( )** date and place of birth;

E. **(x)** photograph;

F. **(x)** major field of study;

G. **(x)** participation in officially recognized activities and sports;

H. **(x)** height and/or weight, if a member of an athletic team;

I. **(x)** dates of attendance;

J. **(x)** date of graduation;

K. **(x)** degrees and awards received;

L. **( )** name of the school most recently previously attended.

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

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

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

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

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

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

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

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

INSPECTION OF INFORMATION COLLECTION INSTRUMENT

The parent of a student or an eligible student has the right to inspect upon request any instrument used in the collection of personal information before the instrument is administered or distributed to a student. Personal information for this section is defined as individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a Social Security identification number. In order to review the instrument, the parent or eligible student must submit a written request to the building principal at least fourteen (14) business days before the scheduled date of the activity. The instrument will be provided to the parent or eligible student within fourteen (14) business days of the principal receiving the request.

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

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

A. college or other postsecondary education recruitment, or military recruitment;

B. book clubs, magazines, and programs providing access to low-cost literary products;

C. curriculum and instructional materials used by elementary and secondary schools;

D. tests and assessments used by elementary and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments;

E. the sale by students of products or services to raise funds for school-related or education-related activities;

F. student recognition programs.

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

A. inspect and review the student's education records;

B. request amendments if the parent believes the record is inaccurate, misleading, or violates the student's privacy rights;

C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;

D. challenge Board noncompliance with a parent's request to amend the records through a hearing;

E. file a complaint with the United States Department of Education;

F. obtain a copy of the Board's policy and administrative guidelines on student records.

[x] The District Administrator shall also develop guidelines for:

A. the proper storage and retention of records including a list of the type and location of records;

B. informing Board employees of the Federal and State laws concerning student records.

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION
Code	po8330.01 (YES)
Status	From Neola
Legal	134.98 Wis. Stats.

8330.01 - **UNAUTHORIZED ACQUISITION OF STUDENT PERSONAL INFORMATION**

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

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

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

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

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

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

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

8340 - **PROVIDING A REFERENCE**

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

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

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

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

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

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

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

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

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

B.

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

1. A description of the position that the administrator holds as well as the position to which the employee or former employee is or was assigned in the District, and the period of time upon which the administrator's comments are based.

2. The duties assigned to the employee or former employee, and the manner in which s/he performed those duties and responsibilities. Any and all comments pertaining to the employee or former employee's job performance shall be based upon direct knowledge by the administrator and/or comments contained within employee or former employee's performance evaluations.

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

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

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CONFIDENTIALITY
Code	po8350 (YES)
Status	From Neola
Legal	19.36(1), Wis. Stats.

8350 - **CONFIDENTIALITY**

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

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

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

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

A. denying requests for release of such information absent subpoena or court order;

B. pursuing motions to quash or protective orders to prohibit unauthorized disclosure.

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	ANIMALS ON DISTRICT PROPERTY
Code	po8390 (YES)
Status	From Neola
Legal	28 C.F.R. 35.104, 28 C.F.R. 35.136 106.52, Wis. Stats., Section 504 of the Rehabilitation Act of 1973 (Section 504) The Americans with Disabilities Act (ADA) The Individuals with Disabilities Education Act (IDEA)

8390 - **ANIMALS ON DISTRICT PROPERTY**

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

This policy shall apply to all animals on District property.

Definitions

A. **"Animal"**: Includes any living creature that is not a human being.

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

   The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

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

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

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

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

[x] Vaccination, Licensing and/or Veterinary Requirements

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

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

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

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

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

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

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

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

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

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

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

(x) Emotional Support Animals for Students

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

~~**[OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]**~~

(x) Therapy Dogs

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

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

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

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

D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.

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

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

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

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the **(x)** District Administrator ~~**( ) _____ [END OF OPTION]**~~. Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the District Administrator.

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

Service Animals for Students

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

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

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

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

Removing and/or Excluding a Student's Service Animal

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

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

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

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

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

Eligibility of a Student's Service Animal for Transportation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

> ~~**( )** Transportation Supervisor.~~
>
> ~~**( )** Principal.~~
>
> **(** x) District Administrator _____.

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

Service Animals for Employees

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

Service Animals for Parents, Vendors, Visitors, and Others

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	STUDENT MENTAL AND PHYSICAL HEALTH SERVICES
Code	po8395 (YES)
Status	From Neola

8395 - **STUDENT MENTAL AND PHYSICAL HEALTH SERVICES**

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

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

School District Mental Health Professionals

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

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

A. ~~**[ ]** Alcohol and Other Drug Abuse (AODA), including, where available, specialization within the AODA field consistent with school community needs;~~

B. ~~**[ ]** Depression, anxiety;~~

C. ~~**[ ]** Survivors of abuse;~~

D. ~~**[ ]** Self-harm compulsion and/or suicidal ideation;~~

E. ~~**[ ]** Other _____.~~

~~**[END OPTION]**~~

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

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

School District Physical Health Professionals

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

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

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

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

A. All individuals providing Services must be working under an agreement between the District and a licensed agency and approved by the ~~( ) Board~~ **(x)** District Administrator ~~**[END OF OPTION]**~~ prior to commencing services. The Agreement shall specify the term of the Agreement, the amount of time intended to be spent on site, and all financial arrangements.

B. All individuals providing Services must have on file with the District the following prior to providing Services: (a) appropriate licensure and other required professional credentials; (b) evidence of appropriate insurance coverage; (c) completed and satisfactory criminal background check results and required State health information.

C. To be eligible to receive Services at school, students must have a signed Waiver and Indemnification Agreement and Consent for Release of Information on file with the District specifying the organization's plan for frequency of Services, schedule for Services at school, and specifying any financial arrangements involved between the provider, the student, and/or the student's parents. This agreement will also stipulate the District's responsibility to provide a Free and Appropriate Public Education (FAPE) for students with Individualized Education Plans (IEPs) so that Services are consistent with the District's requirements.

D. Services provided during class time must be approved by the teacher or building principal in consultation with the teacher. No such Services shall be provided in class unless expressly approved by the teacher and **(x)** building principal ~~**( )** District Administrator, **[END OF OPTION]**~~ and only in such a fashion that no other student's privacy rights, record information, or educational interests are adversely impacted.

E. The provider must make it clear, in writing on file with the District, that the provider is not directly affiliated with the District, that the student is receiving Services from the particular agency, or organization such that the District's only involvement is coordinating the schedule and providing a suitable location for students to receive Services. The provider and/or agency is not delivering educational services or providing any service on behalf of or with the approval of or sanctioned by the District.

F. The District may refuse access to school facilities to any individual or agency for violating any expectations. No District officials shall advocate for students to receive Services from any specific provider or agency, but may provide referrals, or information concerning resources available to students.

G. All providers are expected to adhere to Board policies while on school grounds and providing Services to students.

~~**[ ] Establishing a School Site Clinic**~~

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

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

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

Complimentary Services

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
Code	po8405 (YES)
Status	From Neola
Legal	101.055, 101.11, 118.075, 120.12(5), 121.02(1)(i), Wis. Stats. Wis. Admin. Code SPS 332 29 C.F.R. Part 1910

8405 - **ENVIRONMENTAL HEALTH AND SAFETY PROGRAM**

The Board recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. To this end, the Board directs the District Administrator to develop a comprehensive program designed to provide a healthy, safe, and secure environment on District property and at District-sponsored activities. To achieve this, it is the intent of the Board that the District will avail itself of current, proven technologies in the fields of health, safety, and environmental sciences.

INDOOR ENVIRONMENTAL QUALITY PLAN (IEQ)

In accordance with the District's recognition of the importance of a safe and healthful environment to the educational atmosphere, the District Administrator will implement an IEQ Management Plan (IEQ Plan) and take appropriate measures to adhere to the requirements in the IEQ Plan.

[x] The Board **(x)** designates the District Administrator ~~**( ) shall designate an employee [END OF OPTIONS]**~~ to serve as the District IEQ Coordinator for the District. The **(x)** District Administrator **( )** designated employee ~~**[END OF OPTION]**~~ will carry out the responsibilities of the IEQ Plan. ~~**[END OF OPTIONAL PARAGRAPH]**~~

The District shall provide a copy of the District's IEQ Plan to any person upon request.

STUDENT, EMPLOYEE, AND VISITOR HEALTH AND SAFETY

The District shall develop and implement an environmental health and safety program that is positive, proactive, integrates responsibilities within the District, and promotes and incorporates the following:

A. Procedures describing a hazard identification and abatement program that requires the periodic inspection of District facilities, the implementation of immediate and programmed corrective actions when deemed necessary by such inspections, and the development of a District-wide hazard reporting procedure that enables employee/stakeholder participation. This program should also provide procedures for identifying and responding to hazards that are created by outside entities, inspecting activities of contractors, and inspecting new facilities to determine whether appropriate requirements for environmental health and safety have been met.

B. Procedures that promote environmental health and safety awareness among employees, students, and stakeholders. These procedures shall include, but not be limited to, the establishment of a program of regular communication with students, employees, and stakeholders about pertinent safety and health issues through available mediums in the District **(x)** and the establishment of a District safety committee ~~**( )** and school safety committees.~~

C. Procedures directed toward the safety and health of students during transportation to and from school, at school, and during participation in school-related activities. These procedures shall include, but not be limited to, promoting bus safety for students, assessing the safety of school traffic patterns, operating school clinics, administering medication and medical treatment, promoting laboratory and shop safety, promoting safety in sports and other outdoor activities, inspecting playground equipment and promoting safety on playgrounds, and assessing environmental exposure.

D. Procedures related to District employee health and safety issues that include, but are not limited to, provision of work areas free from recognized hazards and programs that are required by Federal and State law, and defining employer and employee responsibilities and expectations related to health and safety.

E. Procedures describing an accident reporting and investigation system that provides for identification of root causes, determination of remedial and programmed corrective actions, and communication about accidents to employees and stakeholders.

F. Procedures for foreseeable emergencies and fire prevention.

G. Procedures relating to recordkeeping required by State or Federal law.

PHASE-OUT/BANNED PRODUCTS

The District Administrator shall require that any chemicals, insecticides, or other materials that the Federal government is phasing out and/or banning by a certain date be immediately banned from use on Board property.

~~**[ ] INDOOR AIR QUALITY – MICROBIAL ABATEMENT**~~

~~The Board recognizes that excessive moisture levels within the schools can lead to conditions that are optimum for the development of biological contaminants, such as mold, fungi and other microbials on building surfaces. The Board further recognizes that the presence of these contaminants can be harmful on contact with respiratory tissue.~~

~~Contributing factors to excessive moisture levels include the following:~~

A. ~~roof leaks~~

B. ~~structural defects in the building~~

C. ~~improperly controlled humidity levels~~

D. ~~faulty HVAC systems~~

~~As preventative measures, the District shall do the following:~~

A. ~~address prevention of water intrusion as a priority indoor air quality (IAQ) issue and implement strategies toward its elimination~~

B. ~~maintain environmental conditions in occupied areas that are in compliance with applicable regulations and strive to conform to consensus industry standards~~

C. ~~implement a preventative maintenance program for HVAC systems which shall include, but not be limited to, periodic filter replacement, inspection, cleaning and disinfecting processes, and procedures to eliminate the contribution to indoor air quality problems caused by this equipment~~

D. ~~implement a system for ensuring materials used and purchased for use in the construction, furnishing and maintenance, including cleaning of facilities, do not contribute to the health hazards to employees and students by degrading the quality of indoor air. In addition, activities that create indoor air quality health hazards shall not be permitted.~~

~~**( )** In addition, the District Administrator shall develop administrative guidelines for the proper monitoring of the factors that contribute to excessive moisture and for the development of mitigation plan when, and if, problems with IEQ are identified.~~

DIESEL EXHAUST AND SCHOOL BUS IDLING

In accordance with the Environmental Protection Agency's initiative to reduce pollution that is caused by school buses on school property, the Board will take the recommended steps to reduce the negative effect of diesel exhaust on indoor and outdoor air quality on school campuses. This effort shall include, but not be limited to, reducing bus idling time and reinforcing smart driving practices.

~~**( )** The District Administrator shall develop the administrative guidelines necessary to establish these practices in the District (see AG 8615).~~

POLLUTION CONTROL AND PREVENTION

In an effort to comply with the environmental policy and applicable regulations, the District shall develop and implement procedures designed to prevent air and water pollution, minimize or eliminate waste streams where possible, and identify possible sources of air and water pollution as required by State and Federal law.

USE OF FREE-FLOWING MERCURY CONTAINING PRODUCTS

The District shall not purchase or use for any reason free-flowing elemental mercury.

The District shall not purchase or use any products containing mercury as those products are defined by applicable State law, unless no reasonable alternative product is available and the product with the lowest mercury content is used. This rule does not apply to products whose purchase is required by Federal law or products whose only mercury content is in a button cell battery.

SEE ALSO THE FOLLOWING RELATED POLICIES:

Policy 7420 - Hygienic Management
Policy 7430 - Safety Standards
Policy 8410 - Crisis Intervention
Policy 8420 - School Safety
Policy 8431 - Preparedness for Toxic Hazards
Policy 8431.01 - Asbestos Management
Policy 8442 - Reporting Accidents
Policy 8450 - Control of Casual-Contact Communicable Diseases
Policy 8453 - Direct Contact Communicable Diseases
Policy 8453.01 - Control of Blood-Borne Pathogens

See also DPI IEQ Plan https://dpi.wi.gov/sfs/support/school-operations/facilities/indoor-environmental-quality-plan.

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

8407 - **SCHOOL RESOURCE OFFICER PROGRAM**

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

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

A. **(x)** placement of a designated School Resource Officer in specific schools on specific days and times;

B. **(x)** development of positive law enforcement officer/student relationships;

C. **(x)** investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;

D. **(x)** educational presentations/discussions;

E. **(x)** preventative and/or informational discussions with students/parents;

F. **(x)** patrol and supervision of various school functions;

G. **(x)** creation and implementation of crime prevention and safety programs; and

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

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

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

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

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

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

8410 - **CRISIS INTERVENTION**

The Board is committed to maintaining a safe school environment. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes the best resources and coordinated efforts of District personnel, law enforcement agencies, and families. The Board further believes that administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-sponsored activity or while enroute to or from school or a school-sponsored activity. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

The District Administrator shall develop administrative guidelines as appropriate to assist in providing effective intervention for students who may show warning signs that relate to violence or other threatening behaviors.

The District shall develop and the Board shall approve a school safety plan consistent with Policy 8420 - School Safety.

[x] Threat Assessment ~~(See AG 8400A)~~

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. This policy is designed to be consistent with the process for identifying, assessing, and managing students who may pose a threat as set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed. The District also performs facilities' threat assessments, which are discussed in Policy 8420 and part of the school safety and emergency preparedness plan and response to school violence event protocols. This policy deals with crisis intervention as it relates to individuals.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the District Administrator to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and include appropriate staff such as a school counselor, school psychologist, instructional personnel, and, where appropriate, the School Resource Officer. At the discretion of the District Administrator, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The District Administrator shall be responsible for the following:

A. identifying team participants by position and role;

B. requiring team participants to undergo appropriate training;

C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;

D. defining what types of information that may be gathered during the assessment;

E. stating when and how parents of a student making a threat shall be notified and involved;

F. designating the individuals (by position) who would be responsible for gathering and investigating information;

G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the District Administrator or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency or to report threats of violence if required (see Policy 8462.01).

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

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

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

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

The Board recognizes that State and Federal law requires that the District report annually incidents that meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the Wisconsin Department of Public Instruction will then use this data to determine whether or not a school is considered "persistently dangerous" as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceeds the threshold number established in State policy, the District Administrator shall

~~**( )** discuss this at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~

(x) convene a meeting of the building administrator, representative(s) of the local law enforcement ~~**( ) agency**~~ **(x) agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The District Administrator shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02.

In addition, the District Administrator shall

~~**( )** discuss the school's designation as a persistently dangerous school at the annual meeting for the purpose of reviewing the School Safety Plan so that a plan of corrective action can be developed and implemented in an effort to reduce the number of these incidents in the subsequent year.~~

(x) convene a meeting of the building administrator, representative(s) of the local law enforcement **( ) agency (x) agencies**, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

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

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State law, the parents of the eligible student shall have the choice options provided by Policy 5113.02.

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

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

The Board recognizes that its responsibility for the safety of students extends to its reaction to possible natural and man-made disasters and that such emergencies are best met by preparedness, planning, and training as determined by the District Administrator consistent with the Board approved school safety plan.

Each school shall develop a school safety plan in accordance with State requirements, and each school's safety plan shall be reviewed and approved ~~( ) annually~~ **(x)** every three (3) years ~~**[END OF OPTIONS]**~~ by the Board. The plan contains guidelines and procedures to address school violence and attacks, threats of school violence and attacks, bomb threats, fire, weather-related emergencies, intruders, parent-student reunification, and threats to non-classroom events, including recess, concerts and other performances, athletic events, and any other extra-curricular activity or event. The plan shall contemplate the use of tools to mitigate threats of school violence, including video surveillance, school resource officers, metal detectors, and other such preventative safety measures in addition to responsive measures.

The school safety plan shall include the manner of scheduling, conducting, and reviewing required drills, including fire drills, tornado or other hazard drills, school safety incident drills, and school violence drills. Each school safety plan shall specify for each type of required drill how many and how frequently they will be conducted for each building in compliance with State law requirements for the performance of such drills. The plan shall designate the responsible administrator for each building for assuring that required drills are completed, reviewed, and reported as required by law. Records of drills and related reports shall be maintained for a period of not less than seven (7) years, consistent with Board Policy 8310 - Public Records.

The Board must submit the following to the Wisconsin Office for School Safety prior to January 1st of each year:

A. a copy of its school safety plan;

B. the date(s) of the required annual school violence event drill or drills conducted in accordance with each building's school safety plan during the previous year;

C. certification that the Board reviewed a required written evaluation of the drill or drills;

D. the date of the most recent school training on school safety and the number of attendees;

E. the most recent date the Board reviewed and approved the school safety plan;

F. the most recent date the Board consulted with a local law enforcement agency to conduct on-site safety assessments.

School administrators and staff are mandatory reporters of suspected child abuse and neglect pursuant to 48.981 (2)(a), Wis. Stats. The Board also requires all employees to receive training regarding mandatory reporting of school violence threats pursuant to 175.32(2) and (3), Wis. Stats. If the threat constitutes a serious and imminent threat to the health or safety of a student or school employees or the public, it shall be reported to law enforcement. A good faith standard exists for reporting threats made by an individual seen in the course of professional duties. These obligations and procedures are covered by Board Policy 8462 - Child Abuse and Neglect, as well as Policy 8462.01 - Threats of Violence. All threats to the safety of District facilities shall be identified by appropriate personnel and responded to promptly in accordance with the school safety plan.

~~**[ ]** The District Administrator shall develop guidelines for the handling of all emergency evacuations. A crisis procedure checklist includes at least the following:~~

A. ~~__ Assess life/safety issues immediately.~~

B. ~~__ Provide immediate emergency medical care.~~

C. ~~__ Call 911 and notify policy/rescue first. Call the District Administrator second.~~

D. ~~__ Convene the crisis team to assess the situation and implement the crisis response procedures.~~

E. ~~__ Evaluate available and needed resources.~~

F. ~~__ Alert school staff to the situation.~~

G. ~~__ Activate the crisis communication procedure and system of verification.~~

H. ~~__ Secure all areas.~~

I. ~~__ Implement evaluation and other procedures to protect students and staff from harm. Avoid dismissing students to unknown care.~~

J. ~~__ Adjust the bell schedule to ensure safety during the crisis.~~

K. ~~__ Alert persons in charge of various information systems to prevent confusion and misinformation. Notify parents.~~

L. ~~__ Contact appropriate community agencies and the District's public information office, if appropriate.~~

M. ~~__ Implement post-crisis procedures.~~

~~**[END OF OPTIONAL SECTION]**~~

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

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

Annual Crime Statistics Reporting

Annually, prior to July 31, the Board shall report in a manner directed by the Department of Public Instruction (DPI) crimes specified below that occurred during school hours, during a school-sanctioned event, during the transportation of students to or from school, and occurred on property owned or leased by the District on which the high school is located or on any form of transportation provided by the school or District.

The report shall only contain those occurrences that were reported to law enforcement and for which a charge or citation was issued.

The following category of occurrence must be reported if all of the above apply: homicide, sexual assault, burglary, robbery, theft, battery, substantial batter, aggravated battery, arson, use or possession of alcohol, a controlled substance, or a controlled substance analog, possession of a firearm, municipal ordinance violation of disorderly conduct.

Covered incidents should be included in the annual report after the District becomes aware of the charge or citation, and has obtained sufficient information to determine that the incident is covered by the reporting requirement. School administrators who become aware of credible information regarding a potentially covered incident shall ~~**( )** notify the District Administrator who~~ **(x)** Principal who will notify the District Administrator and ~~**[END OF OPTIONS]**~~ will request pertinent information from the involved law enforcement agency.

The District Administrator shall determine, based on receipt of appropriate documents, whether any incident is a reportable incident and shall compile the report for the Board's review. All conduct confirmed as requiring reporting on or before June 30 shall be reported on the next July 31 annual report. Incidents identified for reporting after June 30 shall be reported on

the following year's annual report. The DPI's guidance may be consulted to determine whether information must be further evaluated and whether any incident requires reporting. The guidance can be found here: https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/118.124_School_Guidance.pdf.

The Board shall approve the report prior to submission. The report may not include the identity of any students.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	EPIDEMICS AND PANDEMICS
Code	po8420.01 (YES)
Status	From Neola

8420.01 - **EPIDEMICS AND PANDEMICS**

Epidemics and pandemics, although related, are different. The Centers for Disease Control and Prevention (CDC) defines an epidemic as "an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area," and a pandemic as "an epidemic that has spread over several countries or continents, usually affecting a large number of people." To address epidemics and pandemics, the District Administrator shall develop an Epidemic/Pandemic Plan in coordination with local government and law enforcement officials. **(x)** The Epidemic/Pandemic Plan may be developed in accordance with the plan developed pursuant to Policy 8405 - Environmental Health and Safety Program. ~~**[END OF OPTION]**~~

(x) District administration is granted authority to take appropriate action as required in any instance where the District's plan does not cover the particular situation being addressed, and the urgency of the situation dictates the necessity for immediate decisive action. ~~**[END OF OPTION]**~~

The Epidemic/Pandemic Plan should include:

A. **[x]** a communication method for school schedule changes, busing changes, and school closures;

B. **[x]** a designee responsible for communicating with the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services and other governmental entities;

C. ~~**[ ]** an educational pandemic prevention program for staff and students;~~

D. ~~**[ ]** provision for the business office to maintain continuity of operations during an epidemic or pandemic;~~

E. **[x]** provision for distance-based learning for students (i.e., Internet instruction, community channel broadcast) to maintain continuity of education;

F. **[x]** procedures for preventing the spread of infectious diseases during an epidemic or pandemic, including routine cleaning of school sites;

G. ~~**[ ]** procedures for staff and student absences and extended leaves of absence due to an epidemic or pandemic;~~

H. ~~**[ ]** procedures for isolation and possible transportation of students and staff who become ill at school due to an epidemic or pandemic;~~

I. **[x]** a plan of communication regarding epidemic and pandemic status to students, parents, and staff, including any restrictions imposed on staff or students upon travel to affected areas, which may include quarantine periods if recommended by authoritative health agencies;

J. ~~**[ ]** a plan for operating the District with less staff due to an epidemic or pandemic;~~

K. **[x]** a designee responsible for establishing timelines within the Epidemic/Pandemic Plan and ensuring that such timelines are met and implementation of the plan occurs;

L. **[x]** other emergency procedures necessary for the District to deal with an epidemic or pandemic;

M. ~~**[ ]** a plan for determining whether to cancel any planned staff or student travel, including field trips, competitions or performances, study abroad programs, or other travel that may involve travel to affected areas.~~

The Epidemic/Pandemic Plan should be reviewed annually and updated as appropriate.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	PREPAREDNESS FOR TOXIC HAZARDS
Code	po8431 (YES)
Status	From Neola
Legal	94.705, 94.715, 101.58 et seq., 254.162, 254.20, Wis. Stats. 15 U.S.C. 2601 20 U.S.C. 4022 20 U.S.C. 4014 20 U.S.C. 4011 20 U.S.C. 4011 et seq. 29 C.F.R. 1910.1450(b) OSHA Brief - Hazard Communication Standard: Safety Data Sheets

8431 - **PREPAREDNESS FOR TOXIC HAZARDS**

The Board is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials.

TOXIC HAZARDS

These hazards exist in chemicals, pesticides, and other substances used in the school setting such as in laboratories, science classrooms, kitchens, and in the cleaning of rooms and equipment.

The District Administrator, or another qualified person designated by the District Administrator, will serve as the Toxic Hazard Preparedness (THP) Officer.

~~**[Drafting Note: All of the following are required and recommended for inclusion but not required by law to be listed in policy.]**~~

(x) The THP Officer will:

A. **(x)** identify potential sources of toxic hazard in cooperation with material suppliers who shall supply the THP Officer with Safety Data Sheets (SDS's);

B. **(x)** require that all incoming materials, including portable containers, are properly labeled with the identity of the chemical, the hazard warning, and the name and address of the manufacturer or responsible party;

C. **(x)** maintain a current file of SDS for all hazardous materials present on District property;

D. ~~**( )** design and implement a written communication program which:~~

1. ~~lists hazardous materials present on District property;~~
2. ~~details the methods used to inform staff and students of the hazards;~~
3. ~~describes the methods used to inform contractors and their employees of any hazardous substances to which they may be exposed and of any corrective measures to be employed;~~

E. ~~**( )** conduct a training program for all District employees on such topics as detection of hazards, explanation of the health hazards to which they could be exposed in their work environment, and the District's plan for communication, labeling, etc.;~~

F. **(x)** require that any individual who applies pesticides on District property is certified in accordance with State law. In the event of pesticide application, notice of such application shall be posted by the individual who applies pesticides ~~**( )** at the time of application and for a period of seventy-two (72) hours thereafter~~ **(x)** in accordance with State law ~~**[END OF OPTION]**~~. ~~**( )** The District Administrator will provide notification each year, prior to any application, to all **( )** parents **( )** and staff members **[END OF OPTION]** of the following information: 1) that a pesticide is to be applied, 2) the type of pesticide and its potential side effects, 3) the location of the application, and 4) the date of the application. **[END OF OPTIONAL SENTENCE] [Drafting Notes: current law requires posting notice at the time of application and for seventy-two (72) hours thereafter, 94.715(2), Wis. Stats.]**~~

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

In fulfilling THP Officer responsibilities, the THP Officer may enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard.

~~**[ ]** The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.~~

In accordance with Federal law, the District will designate a Chemical Hygiene Officer (CHO) to maintain safety standards regarding chemical usage within classrooms and other instructional areas. The CHO, who is qualified by training or experience, will provide technical guidance in the development and implementation of the Chemical Hygiene Plan. **(x)** The Board authorizes the District Administrator to designate the CHO. ~~**[END OF OPTION]**~~

Nothing in this policy should be construed in any way as an assumption of liability by the Board for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

The District will comply with any lead-screening requirements developed by the Wisconsin Department of Health Services.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	ASBESTOS MANAGEMENT
Code	po8431.01 (YES)
Status	From Neola
Legal	20 U.S.C. 4011 et seq. Asbestos Hazard Emergency Response Act of 1986 (AHERA) Asbestos School Hazard Abatement Reauthorization Act of 1990 40 C.F.R. 763

8431.01 - **ASBESTOS MANAGEMENT**

The Board of Education recognizes its responsibility to provide students, employees, and visitors with a safe and healthful environment. Accordingly, the Board directs the District Administrator to ensure that the District satisfies its obligations to deal with asbestos building materials in any building that is leased, owned, or otherwise used by the District as a school building as required under State and Federal law including, but not limited to, the Asbestos Hazard Emergency Response Act of 1986 ("AHERA"). To this end, the Board authorizes the District Administrator to designate an individual responsible for ensuring that the District satisfies its responsibilities under AHERA. This individual will, at a minimum develop and administer an Asbestos Management Plan as required by law. The Plan will address all requirements under AHERA including, but not limited to, inspection, reinspection, periodic surveillance, training and recordkeeping requirements.

The District Administrator will also ensure that at least once each school year, the District provides written notice to parents, employees and employee organizations regarding the availability of the District’s Asbestos Management Plan and any response actions taken or planned.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	REPORTING ACCIDENTS
Code	po8442 (YES)
Status	From Neola

8442 - **REPORTING ACCIDENTS**

The Board directs that all reasonable efforts be made to ensure a safe learning and working environment for the students and employees of this District. To that end and so that legitimate employee claims for worker's compensation be expedited, the Board requires that accidents be reported and evaluated. Any accident that results in an injury, however slight, to a student, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the school nurse or other appropriate personnel~~**( )** school office **( )** District Office **[END OF OPTION].**~~ Injured persons shall be referred immediately ~~to the~~

~~**( )** school nurse~~

~~**( )** appropriate personnel~~

for such medical attention as may be needed.

The injured employee, visitor, or the staff member responsible for an injured student shall complete a form that includes the date, time, and place of the incident; the names of persons involved; the nature of the injury to the extent that it is known; witness(es) of the accident; and a description of all relevant circumstances.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the Principal or job supervisor, as appropriate, ~~**(x)** in accordance with the Employee Handbook~~ **(x)** as soon as possible following the occurrence of the injury ~~**[END OF OPTION]**~~. The failure of an employee to comply with this reporting requirement may result in disciplinary action in accordance with applicable policy ~~**( )** or contractual standards **[END OF OPTION].**~~

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES
Code	po8450 (YES)
Status	From Neola
Legal	252.10, 252.19, 252.21, Wis. Stats.

8450 - **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

The Board recognizes that control of the spread of communicable disease through casual contact is essential to the well-being of the school community and to the efficient District operation. The District will handle information regarding students and staff with suspected or confirmed communicable diseases confidentially in accordance with State and Federal laws and Board policies.

For purposes of this policy, "casual contact communicable disease" shall include:

A. **(x)** diphtheria,

B. **(x)** scarlet fever and other strep infections,

C. **(x)** whooping cough,

D. **(x)** mumps,

E. **(x)** measles,

F. **(x)** rubella, and

G. **(x)** others designated by the Wisconsin Department of Health Services (DHS).

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations that pertain to immunization and other means for controlling casual contact communicable disease spread through normal interaction in the school setting.

Initial Exposure - Suspected Communicable Disease

If a student exhibits symptoms of a communicable disease, a teacher, school nurse, **(x)** health room staff, and **(x)** office staff, ~~**( )** _____, **[END OF OPTIONS]**~~ or the Principal will isolate the student in the building and contact the parents and may choose to send the student home. ~~**[DRAFTING NOTE: State statute specifies that teachers, school nurses, and principals have the authority to send home students exhibiting symptoms suspected of a communicable disease. The District may authorize other staff.]**~~ The staff member shall notify the parent(s) of the student, the Principal, and also contact the _____ Taylor County Health Department to report the incident. The health department officials shall be responsible for conducting any investigation deemed necessary and directing the District to follow specific protocols, including those established by the Wisconsin Department of Health Services.

~~**[ ]** The District Administrator is authorized to develop administrative guidelines for the control of communicable disease that include:~~

A. ~~**( )** instruction of professional staff members in the detection of these common diseases and measures for their prevention and control;~~

B. ~~**( )** removal of students from District property to the care of a responsible adult;~~

C. ~~**( )** preparation of standards for the readmission of students who have recovered from casual contact communicable diseases;~~

D. ~~**( )** filing of reports as required by statute and the DHS.~~

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

Protocols During a Pandemic/Epidemic

The procedure described above pertains to an initial and/or isolated identification of the possible presence of a communicable disease in a school. In the event of an ongoing pandemic or endemic outbreak of a communicable disease, the Administration and Board shall develop protocols to manage school during a pandemic or epidemic. **(x)** See Policy 8420.01 – Epidemics and Pandemics. ~~**[END OF OPTION]**~~

Protocols shall be developed with consideration for the following resources:

A. Statewide declaration of emergency and related orders;

B. guidance provided by medical and/or public health officials, such as the Centers for Disease Control and Prevention (CDC); Wisconsin Department of Health Services (DHS); Wisconsin Department of Public Instruction (DPI); American Pediatrics Association;

C. local health department officials and local medical professionals;

D. parent and/or student groups; and

E. other resources developed for and specific to the circumstances facing the District.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	PEDICULOSIS (HEAD LICE)
Code	po8451 (YES)
Status	From Neola
Legal	Centers for Disease Control and Prevention. (2019). Head lice general information. http://www.cdc.gov/parasites/lice/head/gen_info/faqs.html https://www.nasn.org/nasn/advocacy/professional-practice-documents/position-statements/ps-head-lice

8451 - **PEDICULOSIS (HEAD LICE)**

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

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

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

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

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

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

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

[x] ~~[Option #2]~~

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

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

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

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

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

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

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

Students may return to the classroom after the appropriate use of an FDA-approved lice treatment (e.g., pediculicide/ovicide), or the Centers for Disease Control treatment options by a qualified healthcare provider, or treatment at a clinic specializing in lice and nit removal. **(x)** After treatment and upon returning to school, the child will be examined by the school health staff, other designated staff members or principal. ~~**( )** The District practices a policy of "no-live lice" as a criterion for return to school.~~

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	AUTOMATED EXTERNAL DEFIBRILLATORS (AED)
Code	po8452 (YES)
Status	From Neola
Legal	118.076 Wis. Stats. 895.48, Wis. Stats.

8452 - **AUTOMATED EXTERNAL DEFIBRILLATORS (AED)**

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

An AED is a heart monitor and defibrillator that:

A. is capable of recognizing the presence or absence of ventricular fibrillation or rapid ventricular tachycardia and determining without intervention by an operator, whether defibrillation should be performed;

B. charges and, at the command of the operator, delivers an electrical impulse to an individual's heart.

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	DIRECT CONTACT COMMUNICABLE DISEASES
Code	po8453 (YES)
Status	From Neola
Legal	252.21, Wis. Stats.

8453 - **DIRECT CONTACT COMMUNICABLE DISEASES**

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

For purposes of this policy, these diseases shall include:

A. HIV (human immunodeficiency virus);

B. AIDS (acquired immune deficiency syndrome);

C. AIDS related complex (condition);

D. HAV, HBV, HCV (Hepatitis A, B, C);

E. other diseases that may be specified by the Wisconsin Department of Health Services (DHS) as contact communicable diseases.

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CONTROL OF BLOOD-BORNE PATHOGENS
Code	po8453.01 (YES)
Status	From Neola
Legal	101.055, Wis. Stats. 29 C.F.R. 1910.1030

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

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

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

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

A. identifying those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;

B. providing for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally-mandated scheduling;

C. requiring proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;

D. establishing appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;

E. providing for record-keeping of all of the above which complies with both Federal and State laws;

F. developing an exposure control plan.

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CHILD ABUSE AND NEGLECT
Code	po8462 (YES)
Status	From Neola
Legal	48.981, Wis. Stats. 118.07(5), Wis. Stats. 175.32, Wis. Stats.

8462 - **CHILD ABUSE AND NEGLECT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or other form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01 - Threats of Violence.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Welfare Department or local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent, guardian, or another staff member, and reports should be made accordingly.

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

8462.01 - **THREATS OF VIOLENCE**

The Board strictly prohibits any threats of violence in or targeted at any school. All incidents or suspected incidents of such conduct must be reported as described in this policy and in State law and will be investigated. All District employees, regardless of position, are required to make a report if the following is present:

A. A staff member, in the performance of his/her professional duties, hears or receives a threat of violence in or targeted at a school; and

B. That staff member believes, in good faith, based on the threat that the health and safety of any person is in serious and imminent threat.

Any staff member who, in good faith, believes that circumstances require reporting shall do so without conducting any further investigation concerning the subject matter of the report. When a report is made, the staff member shall immediately notify the building level administrator or District Administrator that a report has been made and provide details concerning the basis for the report. **(x)** If available, the staff member shall inform the school or District School Resource Officer (SRO).

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) regarding the laws governing the reporting of a threat of violence. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threatened or suspected child abuse or neglect as required in Policy 8462.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training. The District Administrator shall submit a report to DPI annually by January 1st that identifies the training performed under this section, along with the reporting required under Policy 8420 - School Safety.

Procedures for Reporting - Threats of Violence

An employee, regardless of position, shall immediately inform, by telephone or personally, a law enforcement agency of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of a student or school employee or the public. The report shall contain detailed information concerning the nature of the threat. The staff member shall cooperate fully with law enforcement. When such a report is made, the staff member shall also inform the building administrator or District Administrator, as well as the School Resource Officer, if available. If a threat is reported to the building administrator, s/he shall immediately notify the District Administrator and coordinate the District's coordination with law enforcement, students, and parents as the circumstances require.

Sanctions for Making Threats

All threats of violence are to be taken seriously. No staff member who reports a threat in good faith shall be subject to disciplinary action. Failure to report or undue delay in reporting a threat may result in disciplinary action.

Any student or staff member who makes a threat of violence will be evaluated for disciplinary action, up to possible referral for expulsion in the case of students (See Policy 5610) or termination from employment in the case of staff (See Policy 3140/Policy 4140).

The administration may, with the assistance of law enforcement personnel, remove from and/or prohibit the presence on school property, any member of the community, including a volunteer, parent, contractor, coach, etc., who makes a threat of violence in or against the school. In such a case, the District Administrator shall notify the Board as soon as is practicable.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	STUDENTS WITHOUT PARENTS
Code	po8463 (YES)
Status	From Neola
Legal	118.175, Wis. Stats.

8463 - **STUDENTS WITHOUT PARENTS**

Any teacher, administrator, counselor, or school social worker who knows that a child is without a parent or guardian shall report that fact as soon as possible to the _____ Taylor County Social Services Department. Such a report is not required if a student has a legal custodian or is cared for by a kinship care relative.

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

8500 - **FOOD SERVICES**

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

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

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

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

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA school meal pattern requirements and the USDA's Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system 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.

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

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

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

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

Modifications Based on Compliant Medical Documentation

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

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

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

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

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

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

A special dietary accommodation for a student who has a disability that restricts the student's diet must be supported by a Medical Statement for Special Dietary Needs, which should be submitted to ~~**( )** the Food Service Director who shall serve as the Special Dietary Accommodation Coordinator~~ **(x)** the Special Dietary Accommodation Coordinator ~~**[END OF OPTION]**~~, whose contact information is

Mindy Schwarz, School Nurse
1015 West Broadway
Medford, WI, 54451
715-748-5951
schwami@medford.k12.wi.us

~~_____. **[insert name, address, phone, email address.]**~~
~~**[DRAFTING NOTE – at least one person must be identified as responsible for coordinating compliance with disability-based dietary modifications per 7 C.F.R. Part 15b.6.]**~~

A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf) **(x)** or upon request to the ~~District's Food Service Director or~~ Special Dietary Accommodation Coordinator ~~[END OF OPTION].~~

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

Disability Accommodation Grievance Procedure

The following procedure is intended to provide prompt and equitable resolution to any concern or disagreement regarding the food service program's administration of meal modifications made or requested on the basis of a student's disability. None of the procedures described in this policy section 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 **(x)** Building Principal ~~**( )** District's Compliance Coordinator **( )** District Administrator **( )** _____ **[End of Options]** **DRAFTING NOTE: the grievance procedure can be designed as appropriate for each District]**~~ 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~~ **(x)** the decision may be appealed to the District Administrator whose decision is final ~~**( )** _____ **[End of Options]**~~.

B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability 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.

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

[x Modifications Based on Noncompliant Medical Requests

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

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

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

~~**[End of Option]**~~

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

[x] 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. **[x] Fluid Milk Substitution [If Selected Choose One]**

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

2. ~~**[ ]** The School District 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. **[x] Religious Reason** ~~**[If Selected Choose One**~~**]**

1. **[x]** 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).

2. ~~**[ ]** The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.~~

C. **[x] General Dietary Preference** ~~**[If Selected Choose One]**~~

1. **[x]** 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).

2. ~~**[ ]** The School District will provide substitutions based on lifestyle preferences to any student with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a personal request must meet USDA Child Nutrition Program meal pattern requirements.~~

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

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, ~~the Food Service Director or~~ Special Dietary Accommodation Coordinator 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. In situations where a medical statement or IEP is not immediately available, is incomplete, or requires additional clarification, USDA regulations require that the meal modification still be made if there is enough information to provide a safe meal.

Student Absence

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

Renewing A Special Dietary Request

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

Discontinuation of a Special Dietary Request

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

Meal Charges

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

The operation and supervision of the food-service program shall be the responsibility of the District Administrator _____. 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 Business Manager_____. Any surplus funds from the National School Lunch Program shall be used to support the operation and improvement of the school meal program(s) through allowable expenditures as determined by the **(x)** District Administrator ~~**( ) Board [END OF OPTION]**~~. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Unpaid Meal Charges

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

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

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

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

Negative Account Balances

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

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

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

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

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

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

Students may be permitted to accumulate negative food service account balance **(x)** not to exceed $seventy ($70.00)~~_____ **( )** not to exceed an amount equal to one school week of regular meal price **[END OF OPTIONS]**. **( )** Students up to grade 8 will be allowed to incur a negative balance not to exceed $_____. **[END OF OPTIONAL SENTENCE] [DRAFTING NOTE: The Board may establish a different permissible negative balance for elementary grades to account for the students' lower level of responsibility for managing these accounts at the younger grade levels.]**~~ A student ~~( ) shall be~~ **(x)** shall not be ~~**[END OF OPTION]**~~ permitted to purchase a la carte items without sufficient account balance~~ or cash on hand**. ~~**( )** Likewise, any student that has a negative account balance may not purchase a la carte items with cash unless the student is also able to bring their account current.~~

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

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

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

All households shall be notified about this policy and any implementing guidelines at the start of each school year and to households transferring to the school or School District during the school year, as well as informed about access to this policy and any implementing guidelines. All District staff with responsibility for enforcing the policies shall be notified about

the provisions of this policy and any implementing guidelines, as well as provided access to this policy and any implementing guidelines. **(x)** The policy and guidelines will be posted on the District website.

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

Nondiscrimination Statement

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

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

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	WELLNESS
Code	po8510 (YES)
Status	From Neola
Legal	42 U.S.C. 1751 et seq. 42 U.S.C. 1771 et seq.

8510 - **WELLNESS**

As required by law, the Board for the Medford Area Public School District establishes the following wellness policy.

Policy Preamble

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

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

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

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

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

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

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

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

Wellness Policy Leadership

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

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

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

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

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

Required Public Involvement

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

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

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

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

Committee Formation

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

~~[Option #1]~~

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

~~[Option #2]~~

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

~~[Option #3]~~

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

~~[END OF OPTIONS]~~

(x) Committee Representatives

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

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

Collaborators may include:

A. **(x)** administrator(s);

B. **(x)** Board member(s);

C. **(x)** classroom teacher(s);

D. **(x)** physical education teacher(s);

E. **(x)** school food service representative(s);

F. **(x)** school nurse(s);

G. **(x)** community member/parent(s);

H. **(x)** student(s);

I. **(x)** medical/health care professional(s);

J. **(x)** nutrition and/or health education teacher(s);

K. **(x)** school counselor(s);

L. **(x)** local business representative(s);

M. ~~**( )** Other: _____~~ .

Nutrition Standard for All Foods

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

School Meal Programs

Standards and Guidelines for School Meal Programs

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

A. All meals meet or exceed current nutrition requirements established under the Healthy Hunger-free Kids Act of 2010. (https://www.fns.usda.gov/nslp/national-school-lunch-program-meal-pattern-chart) ~~**[DRAFTING NOTE: The policy shall include a link to USDA meal pattern requirements or list them individually.]**~~

B. **(x)** Drinking water is available for students during mealtimes.

C. ~~**( )** All schools in the District participate in USDA child nutrition programs, including _____ **[Insert program names; e.g., NSLP, SBP, FFVP, SMP, SFSP]**.~~

D. **(x)** All (including breakfast and lunch) meals are accessible to all students.

E. **(x)** Withholding meals ~~food~~ as a punishment shall be strictly prohibited.

F. ~~**( )** All meals are appealing and attractive and served in clean and pleasant settings.~~

G. ~~**(x)** When drinking fountains are not present in the cafeteria, water cups/jugs are available.~~

H. ~~**(x)** Students are provided at least _____10 **[Insert Number; recommended 10]** minutes to eat breakfast and at least 20 _____ **[Insert Number, recommended 20]** to eat lunch after being seated.~~

I. **(x)** All school campuses are "closed" meaning that students are not permitted to leave the school grounds during the school day.

J. **(x)** Lunch shall be scheduled following recess for elementary students.

K. ~~**( )** Lunch shall be served between _____ **[Insert time; recommended 11am-1pm]**.~~

L. **(x)** Menus shall be posted on the District website and will include nutrient content.

M. **(x)** Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.

N. **(x)** All school nutrition program directors, managers, and staff shall meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

O. ~~**( )** Other: _____~~

School Meal Program Participation

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

The District:

A. **(x)** shall notify parents of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;

B. **(x)** may ~~shall~~ allow students the opportunity to provide input on menu items;

C. **(x)** shall restrict the scheduling of club/organizational meetings during the lunch period unless students are allowed to purchase lunch to be consumed during the meetings;

D. ~~**( )** shall explore the use of nontraditional breakfast service models (such as breakfast in the classroom) to increase breakfast participation.~~

E. ~~Other: _____~~

Standards for Foods and Beverages Sold Outside of School Meals

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

A. All food and beverages sold and served outside of the school meal programs ("competitive" foods and beverages) shall, at a minimum, meet the standards established in USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. https://fns-prod.azureedge.us/sites/default/files/resource-files/smartsnacks.pdf
~~**[DRAFTING NOTE: The policy should include a link to the USDA Smart Snacks standards or list individually.]**~~

B. ~~**( )** All food and beverages sold to students during before and after school programs shall meet the USDA Smart Snack nutrition standards.~~

C. ~~**( )** No beverages with non-nutritive sweeteners (artificial or natural), such as diet iced tea, diet soda, etc. shall be sold to students during the school day regardless of their compliance with the USDA Smart Snacks standards.~~

D. ~~**( )** The sale of foods and/or beverages containing caffeine (with the exception of trace amounts of naturally occurring caffeine) at all grade levels during the school day are prohibited.~~

E. ~~**( )** Other: _____~~

Foods Offered/Provided but Not Sold

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

A. ~~**( )** All foods offered on the school campus shall meet or exceed the USDA Smart Snacks in School nutrition standards including those provided at celebrations and parties and classroom snacks brought by staff or family members.~~

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

C. ~~**( )** All foods and beverages offered on the school campus, including those provided at celebrations, parties, or part of classroom snacks, will adhere to the District standards as established below.~~

D. ~~**( )** Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior.~~

E. ~~( ) Celebrations that involve food will be limited to [Insert Number] (e.g. one per month).~~

F. ~~( ) Non-food celebrations will be promoted and a list of ideas is available to staff and family members.~~

G. ~~( ) Other: _____~~

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

A. ~~_____~~

B. ~~_____~~

C. ~~_____~~

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

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

Fund-Raising

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

A. Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule.

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

C. ~~( )Fund-raising during and outside school hours use only non-food fund-raisers, and the District encourages those fund-raisers promoting physical activity (such as walk-a-thons, jump rope for heart, fun runs, etc.).~~

D. ~~( )Fund-raising outside school hours sell only non-food items or foods and beverages that meet or exceed the Smart Snacks nutrition standards. This may include but is not limited to, donation nights at restaurants, cookie dough, candy and pizza sales, market days, etc.~~

E. ~~( )Foods and beverages that meet or exceed the USDA Smart Snacks standards may be sold through fund-raisers during the school day. No restrictions are placed on the sale of food/beverage items sold outside of the school day.~~

F. **(x)**
The District allows up to two (2)~~_____ **[Insert Number, but it cannot exceed the DPI limit of two (2)]**~~ exempt fund-raisers per school per year. All other fund-raisers sold during the school day will meet the Smart Snacks nutrition standards. No restrictions are placed on the sale of food/beverage items sold outside of the school day.

G. ~~( )Other: _____~~

Marketing

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

A. **(x)** Schools will restrict food and beverage marketing to only those foods and beverages that meet the nutrition standards set forth by USDA's Nutrition Standards for All Foods Sold in Schools (Smart Snacks) rule. Marketing includes brand names, trademarks, logos, or tags except when placed on a food or beverage product/container; displays, such as

vending machine exteriors; corporate/brand names, logos, trademarks on cups, posters, school supplies, education materials, food service equipment, and school equipment (e.g. message boards, scoreboards, uniforms); advertisements in school publications/mailings; sponsorship of school activities, fund-raisers, or sports teams; educational incentive programs such as contests or programs; and free samples or coupons displaying advertising of a product.

B. ~~( ) Other: _____~~

Nutrition Education

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

A. ~~( ) Staff shall integrate nutrition education into other classroom subjects, such as math, science, language arts, social sciences, and elective subjects.~~

B. **(x)** The primary goal of nutrition education is to influence students' lifelong eating behaviors.

C. ~~( ) Nutrition education, a component of comprehensive health education, shall be offered every year to all students of the District. The District aims to teach, model, encourage, and support healthy eating by providing nutrition education.~~

D. ~~( ) Schools shall provide nutrition education that helps students develop lifelong healthy eating behaviors.~~

E. ~~( ) Nutrition curriculum shall be offered as part of a sequential, standards-based program designed to provide students with the knowledge and skills necessary to promote health. Curriculum will place an emphasis on: promotion of adequate nutrient intake, healthy food preparation techniques, food safety, and healthy eating practices based on the Dietary Guidelines for Americans and MyPlate; skill development, such as reading labels to evaluate the nutrient quality of foods, meal planning, analysis of health information; and media literacy and the problems associated with food marketing to children.~~

F. **(x)** Nutrition education shall be included in the Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.

G. ~~( ) Nutrition education shall be incorporated into the Health curriculum and other aspects of the curriculum, including science, math, language arts, and elective courses.~~

H. ~~( ) Nutrition education shall be included in the sequential, comprehensive health curriculum in accordance with the Wisconsin Department of Public Instruction Model Academic Standards for Nutrition.~~

I. ~~( ) Nutrition education shall be integrated into other subject areas of the curriculum, when appropriate, to complement, but not replace, the standards and benchmarks for health education.~~

J. ~~( ) Nutrition education shall be offered in the cafeteria as well as the classroom with coordination between the foodservice staff and teachers.~~

K. ~~( ) Staff shall integrate at least _____ **[Insert Number]** experiential nutrition education activities in all grade levels. Activities will include gardening, cooking demonstrations, and farm and farmers' market tours.~~

L. ~~( ) All students shall participate in school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produced foods.~~

M. ~~( ) Staff members responsible for nutrition education will regularly participate in relevant professional development.~~

N. ~~( ) Staff members responsible for nutrition education will regularly participate in relevant professional development.~~

O. ~~( ) Schools will provide nutrition education lessons that cover topics such as reading a Nutrition Facts label.~~

P. ~~( ) Nutrition education will provide the knowledge and skills necessary to promote health.~~

Q. ~~( ) Nutrition education shall include enjoyable, developmentally appropriate, and culturally relevant participatory activities, such as contests, promotions, taste testing, and others.~~

R. ~~( ) Nutrition education shall include opportunities for appropriate student projects related to nutrition, involving, when possible, community agencies and organizations.~~

S. ~~( ) Nutrition education shall extend beyond the classroom by engaging and involving the school's food service staff.~~

T. **(x)** Nutrition education posters, such as the MyPlate Guide, will be displayed in the cafeteria.

U. ~~**( )** The school cafeteria shall serve as a learning lab by allowing students to apply the knowledge, attitudes, and skills taught in the classroom when making choices at mealtime.~~

V. ~~**( )** Nutrition education shall extend beyond the school by engaging and involving families and the community.~~

W. ~~**( )** Nutrition education shall reinforce lifelong balance by emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate.~~

X. ~~**( )** Nutrition education benchmarks and standards include a focus on media literacy as it relates to food marketing strategies.~~

Y. ~~**( )** Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.~~

Z. ~~**( )** Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities designed to better enable them to teach the benchmarks and standards.~~

AA. **(x)** Instruction related to the standards and benchmarks for nutrition education shall be provided by highly qualified teachers.

AB. ~~**( )** Nutrition education shall be provided to families via handouts, newsletters, postings on the website, presentations, and workshops.~~

AC. ~~**( )[other:]** _____~~

AD. ~~**( ) [other:]** _____~~

AE. ~~**( ) [other:]** _____~~

Nutrition Promotion

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

A. **(x)** The District is committed to providing a school environment that encourages students to practice healthy eating and physical activity. Students shall receive consistent nutrition messages that promote health throughout schools, classrooms, cafeterias, and school media.

B. ~~**( )** School nutrition services shall use the Wisconsin Team Nutrition Meal Appeal Self-Assessment (dpi.wi.gov/sites/default/files/imce/wisconsin-school-meals-rock/_files/meal-appeal-self-assessment.pdf) to determine ways to improve the school meals environment.~~

C. ~~**( )** School nutrition services shall implement at least _____ **[Insert Number]** Wisconsin Team Nutrition Meal Appeal techniques at each school.~~

D. ~~**( )** School nutrition services shall purchase at least _____ **[Insert Number]** locally grown/produced products each year.~~

E. ~~**( )** School nutrition services shall menu at least _____ **[Insert Number]** local food(s) per month.~~

F. ~~**( )** School nutrition services shall offer students school garden activities, such as planning, planting, harvesting, preparing, serving, and tasting garden-produced foods.~~

G. ~~**( )** The District shall offer students the ability to participate culinary activities, such as cooking clubs and the Wisconsin Student Chef Competition.~~

H. ~~**( )** Other: _____~~

Physical Activity

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

A. ~~( ) Children and adolescents should participate in sixty (60) minutes of physical activity every day. The District shall provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and State standards for physical education. The District shall also provide opportunities for students to participate in physical activity in addition to physical education.~~

B. **(x)** The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.

C. ~~( ) The District shall utilize the Wisconsin Department of Public Instruction's Active Schools: Core 4 + resources.~~

D. ~~( ) The District shall develop a comprehensive, school-based physical activity program (CSPAP), that includes the following components: physical education, recess; classroom-based physical activity; walk to school, and out-of-school time activities.~~

E. ~~Physical activity during the school day shall not be withheld as punishment.~~ **~~[DRAFTING NOTE: (If applicable, please check this exemption] ( )~~** ~~Participation on sports teams may be exempt from this rule if related to failure to meet WIAA or other school codes, e.g., academic or attendance requirements.~~

F. ~~( ) Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.~~

G. ~~( ) Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.~~

H. **(x)** All students in grades K- 6___ shall be provided with a daily recess period at least ___ twenty (___20) minutes in duration. ~~Recess shall not be used as a reward or punishment.~~ **~~[NOTE: NASPE's recommendation is that all elementary school students should be provided with at least one daily period of recess for a minimum of twenty (20) minutes.]~~**

I. **(x)** Outdoor recess shall be offered weather permitting. ~~_____~~ **~~[Insert district weather guidelines]~~**.

J. ~~( ) Recess monitors/teachers shall encourage students to be active during recess.~~

K. ~~( ) Teachers shall incorporate movement and kinesthetic learning approaches into "core" subject instruction when possible.~~

L. **(x)** Teachers shall offer short (three (3) - five (5) minute) activity breaks throughout the school day.

M. **(x)** Schools shall provide physical activity opportunities for all students before and after school. Activities include physical activity classes/clubs, physical activity in aftercare, intramurals, and varsity sports.

N. ~~( ) District facilities shall be made available to students and community members~~ **~~[Insert additional information, for example times/dates of open gym]~~**.

O. ~~( ) Opportunities to participate in physical activity shall be promoted throughout the school via _____~~ **~~[Specify media, e.g., school announcements, newsletters, flyers]~~**.

P. ~~( ) The District shall support active transport to and from school by engaging in the following activities~~ **~~(check those that apply below):~~**

1. ~~( ) Designation of safe or preferred routes to school.~~
2. ~~( ) Promotional activities such as participation in International Walk to School Week, National Walk, and Bike to School Week.~~
3. ~~( ) Secure storage facilities for bicycles (e.g., bike racks, shed, fenced area).~~
4. ~~( ) Instruction on walking/bicycling safety provided to students.~~
5. ~~( ) Promotion of safe routes program to students, staff, and parents via newsletters, websites, local newspaper.~~
6. ~~( ) Crossing guards are used.~~
7. ~~( ) Crosswalks exist on streets leading to schools.~~

8. ~~( ) Walking school buses are used.~~

9. ~~( ) Creation and distribution of maps of school environment (e.g., sidewalks, crosswalks, roads, pathways, bike racks, etc.).~~

Q. ~~( ) The school shall provide information to families to encourage and assist them in their efforts to incorporate physical activity into their children's daily lives.~~

R. ~~( ) The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.~~

S. ~~In addition to planned physical education, the school shall provide age-appropriate physical activities (e.g., recess during the school day, intramurals and clubs before and after school, and interscholastic sports) that meet the needs of all students, including males, females, students with disabilities, and students with special health care needs.~~ ~~**[NOTE: This is a NASPE recommendation in their position statement on Comprehensive School Physical Activity Programs (2008).]**~~

T. ~~( ) All students in grades ___ - ___ shall have the opportunity to participate in extra-curricular activities and intramural programs that emphasize physical activity.~~

U. ~~( ) All students in grades ___ - 12 shall have the opportunity to participate in interscholastic sports programs.~~

V. ~~( ) Schools shall offer a wide range of physical activities outside the regular school day that meet the needs, interests, and abilities of all students, including males, females, students with disabilities, and students with special healthcare needs.~~

W. ~~( ) All before/after-school programs shall provide developmentally appropriate physical activity for the students who participate.~~

X. ~~( ) Schools shall discourage extended periods of student inactivity, without some physical activity.~~

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

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

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

Physical Education

A. **(x)** A sequential, comprehensive physical education program shall be provided for students in K-12 in accordance with the physical education academic content standards and benchmarks adopted by the State.

B. ~~( ) The sequential, comprehensive physical education curriculum shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes, and skills necessary to engage in lifelong, health-enhancing physical activity.~~

C. ~~( ) Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks adopted by the State.~~

D. ~~( ) All District elementary students in each grade shall receive at least _____ **[Insert Number]** minutes of physical education per week throughout the school year.~~

E. ~~( ) All District elementary students in each grade shall have physical education a minimum of three (3) times per week.~~

F. ~~( ) All District middle school students in each grade shall receive at least _____ **[Insert Number]** minutes of physical education per week throughout the school year.~~

G. ~~( ) All District middle school students are required to take the equivalent of one (1) academic year of physical education.~~

H. ~~( ) All District high school students in each grade shall receive at least _____ **[Insert Number]** minutes of physical education per week throughout the school year.~~

I. ~~( ) All District high school students are required to receive at least 1.5 credits of physical education prior to graduation unless the District allows for the substitution of 0.5 credit per Policy 5460 – Graduation Requirements.~~

J. ~~( ) Waivers, exemptions, or substitutions for physical education classes are not granted.~~ **~~[DRAFTING NOTE: Choice of this option must be consistent with Policy 5460 - Graduation Requirements.]~~**

K. ~~( ) Students shall be moderately to vigorously active for at least fifty percent (50%) of class time during all physical education class sessions.~~

L. ~~( ) Planned instruction in physical education shall promote participation in physical activity outside the regular school day.~~

M. ~~( ) All students in grades K-12, including those with disabilities, special health care needs and in alternative educational settings (to the extent consistent with the students' IEPs), shall receive daily physical education for the entire school year, for at least 150 minutes per week for K-___ students and at least 225 minutes per week for students in grades ___-12.~~

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

N. ~~( ) The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.~~

O. ~~( ) Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge and attitudes necessary to engage in lifelong, health-enhancing physical activity.~~

P. ~~( ) The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.~~

Q. ~~( ) The K-12 program shall include instruction in physical education as well as opportunities to participate in competitive and non-competitive team sports to encourage lifelong physical activity.~~

R. ~~( ) Planned instruction in physical education shall require students to be engaged in moderate to vigorous physical activity for at least fifty percent (50%) of scheduled class time.~~

S. **(x)** All physical education classes are taught by licensed teachers who are certified to teach physical education.

T. ~~( ) Physical education staff shall receive professional development on a yearly basis.~~

U. ~~( ) All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.~~

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

V. In health education classes, the District shall include topics of physical activity, including: the physical, psychological, or social benefits of physical activity; how physical activity can contribute to a healthy weight; how physical activity can contribute to the academic learning process; how an inactive lifestyle contributes to chronic disease; and decreasing sedentary activities.

W. ~~( ) Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.~~

X. ~~( ) Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.~~

Y. ~~( ) Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.~~

Z. ~~( ) Planned instruction in physical education shall include cooperative as well as competitive games.~~

AA. ~~( ) Planned instruction in physical education shall take into account gender and cultural differences.~~

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

Other Activities That Promote School Wellness

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

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

B. **(x)** Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.

C. ( ) The District supports the implementation of other programs that help create a school environment that conveys consistent wellness messages in an effort to promote student well-being.

D. ( ) As appropriate, schools shall support students, staff, and parents' efforts to maintain a healthy lifestyle.

E. ( ) Students shall be allowed to bring and carry throughout the day approved water bottles filled with only water.

F. ( ) Staff is strongly encouraged to model healthful eating habits, and are discouraged from eating in front of children/sharing food with children during regular class time, outside of activities related to the nutrition education curriculum.

G. ( ) Staff is not permitted to eat or drink out of branded packaging in front of children (e.g., coffee containers with specific company logos).

H. ( ) The school ( ) shall ( ) may provide opportunities for staff, parents, and other community members to model healthy eating habits by dining with students in the school dining areas.

I. ( ) The schools ( ) shall ( ) may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.

J. ( ) Nutrition information for competitive foods available during the school day shall be readily available near the point of purchase.

K. ( ) Other: _____

Staff Wellness

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

A. **(x)** An organized wellness program shall be available to all staff.

B. ( ) Application of Smart Snacks nutritional standards for foods and beverages in vending machines available to staff members.

C. ( ) Educational activities for school staff members on healthy lifestyle behaviors.

D. ( ) Distribution of an employee health newsletter to promote healthy behaviors.

E. ( ) Organization of employee physical activity clubs.

F. ( ) Establishment of peer support groups for weight management, stress management, tobacco use cessation, family guidance, and other identified issues.

G. **(x)** Administration of flu shots at school.

H. ( ) Periodic screening at school for blood pressure, blood cholesterol, body mass index, and/or other health indicators.

I. ( ) Annual administration of individual health risk appraisals to help staff members establish personal health improvement goals.

J. ( ) Encouragement of staff members to set medical appointments for screening for cancer, heart disease, diabetes, and other diseases.

K. ( ) The District shall offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom.

L. ( ) Other: _____

Community Engagement

A. **(x)** The District shall work with community partners, ~~including _____ **[Insert list, e.g., hospital, university, county health department, etc.]**~~ to support District wellness.

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

C. ~~**( )** The District shall inform and invite parents to participate in school-sponsored activities throughout the year.~~

D. ~~**( )** The District shall actively inform families and the public about the content of and any updates to the policy through _____ **[Insert Channels of Communication: website, newsletter, mailing, etc.]**.~~

E. ~~**( )** The District shall provide information on how the public can participate in the school wellness committee on an annual basis.~~

F. ~~**( )** Other: _____~~

Additional Strategies for Consideration:

A. ~~**( )** The schools shall provide at least _____ (__) minutes daily for students to eat.~~

B. **(x)** The schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess, and other special programs or events.

C. **(x)** The school shall provide attractive, clean environments in which the students eat.

D. ~~**( )** Students at _____ **[insert name(s) of building(s)]** are permitted to have bottled water in the classroom.~~

E. ~~**( )** Activities, such as tutoring or club meetings, shall not be scheduled during mealtimes, unless students may eat during those meetings.~~

F. ~~**( )** Schools **( )** may **( )** shall limit the number of celebrations involving serving food during the school day to no more than _____ (_____) party(ies) per class per month.~~

G. ~~**( )** The schools **( )** shall **( )** may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.~~

H. ~~**( )** Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.~~

I. ~~**( )** Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.~~

J. ~~**( ) [other:]** _____~~

K. ~~**( )[other:]** _____~~

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

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

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

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

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

D. ~~( ) The food service program will strive to be financially self-supporting; however, if it is necessary to subsidize the operation, it will not be through the sale of competitive foods.~~

E. ~~( ) Beginning with _____ _____ school year, all foods available to students on campus during the school day and outside school food service hours shall comply with the current USDA nutrition guidelines, including foods available to students as classroom snacks, from vending machines for fund-raisers, for classroom parties, or at holiday celebrations.~~

F. ~~( ) All foods available on campus at any time shall comply with the current USDA nutrition guidelines, including competitive foods that are available to students a la carte in the dining area, as well as foods that are served as classroom snacks, from vending machines, for fund-raisers, for classroom parties, at holiday celebrations, at concession stands, or at any school-related event.~~

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

~~( ) students,~~

~~( ) parents,~~

~~( ) staff,~~

~~( ) school officials~~

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

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

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

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

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

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

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

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

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

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

Monitoring and Evaluation - Triennial Assessment

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

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

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

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

assessment will be made available to the Board and public.

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

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

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

A. **( )** The District Administrator shall conduct an annual review of the progress toward school wellness procedures, identify areas for improvement, and recommend revision of procedures as necessary.

B. **( )** The Wellness Committee shall monitor goals and objectives for the District and compile an annual report to address the progress of the schools within the District in meeting wellness goals. This report will be published annually in _____ **[Insert Month]**.

C. **( )** The Wellness Committee shall submit to the District Administrator and Board an annual report in which it describes the environment in each of the District's schools and the implementation of the wellness policy in each school, and identify any revisions to the policy the committee deems necessary.

D. **( )** The District Administrator or a designee of the Wellness Committee shall report annually to the Board on the District's wellness programs, including the assessment of the environment in the District, evaluation of wellness policy implementation District-wide, and the areas for improvement, if any, identified. The District Administrator or a designee of the wellness committee shall also report on the status of compliance by individual schools and progress made in attaining goals established in the policy.

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

1. identify specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness, with consideration for evidence-based strategies;

2. develop nutrition guidelines for all foods and beverages sold during the school day, that are consistent with Federal requirements for meal nutrition standards and Smart Snacks, and restricting marketing efforts to only those items that meet established guidelines;

3. develop policies pertaining to other food items in the schools, including for classroom parties, birthday snacks, or other food items not for sale, but distributed in the schools;

4. describes the process and public involvement in the development of the wellness program and initiatives.

Update/Inform the Public

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

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

( ) distribute information at the beginning of the school year to families of school children,

( ) include information in the student handbook,

( ) _____,

( ) _____,

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

Record Retention

The District Administrator shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy **(x)**, including:

A. **(x)** copy of the current policy;

B. ~~**( )** documentation pertaining to the most recent assessment of implementation of wellness initiatives identified in the policy;~~

C. ~~**( )** documentation of efforts to publicize the policy;~~

D. ~~**( )** documentation of efforts to review and update the policy, including identification of the participating and invited collaborators.~~

Nondiscrimination Statement

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

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

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

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

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

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

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

8531 - **FREE AND REDUCED-PRICE MEALS**

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

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

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

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

The Board designates the

(x) District Administrator

~~**( )** _____~~

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

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

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

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

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

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

B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced meals or milk;

C. no student shall be required to work or perform any service in order to receive food service;

D. students receiving free or reduced price meal service shall not be required to use a separate line or separate eating area, nor shall they be required to receive meals at a different time based on eligibility for the free or reduce

program;

E. all students shall have the same choices for meals and milk regardless of whether the student is paying full price or receiving free or reduced meal service benefits.

The 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.

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

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

Nondiscrimination Statement

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

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

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

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

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

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

3. E-mail:
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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	VENDING MACHINES
Code	po8540 (YES)
Status	From Neola
Legal	42 U.S.C. 1779

8540 - **VENDING MACHINES**

The Board 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. no food or beverages are to be sold or distributed which will compete with the District's food-service program;

B. food items and beverages available for sale to students in vending machines for consumption on campus shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Requirements;

C. ~~**( )** the installation, servicing, stocking, and maintenance of each machine is contracted for with a reputable supplier of vending machines and their products;~~

D. ~~**( )** the District's share of the revenues is managed by the District in accordance with relevant Board policies **( )** and administrative guidelines **[END OF OPTION]**;~~

E. ~~**( )** no products are vended which would conflict with or contradict information or procedures contained in the District's educational programs on health and nutrition.~~

~~**[ ]** The District Administrator shall develop and implement administrative guidelines that will require these conditions are adhered to on a continuing basis. **[END OF OPTION]**~~

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.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	COMPETITIVE FOOD SALES
Code	po8550 (YES)
Status	From Neola
Legal	Title 7 C.F.R. 210.11

8550 - **COMPETITIVE FOOD SALES**

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

~~**[CHOOSE ONE (1) OF THE FOLLOWING TWO (2) OPTIONS]**~~

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

~~Only the food-service program shall sell food and beverages to students in elementary schools during regular school hours.~~

~~In secondary schools, the food-service program shall be the sole provider of food and beverage items sold until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies **( )** and administrative guidelines **[END OF OPTION]**. 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 shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.~~

[x] ~~**[OPTION 2]**~~

The food-service program shall be the sole provider of food and beverage items sold in all schools until thirty (30) minutes following the last lunch period, at which time student clubs and organizations and/or District support organizations may request approval to sell foods and beverage items in accordance with the Board's policies ~~**( )** and~~ administrative guidelines ~~**[END OF OPTION]**~~. 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 shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules, and shall only be available between thirty (30) minutes following the last school lunch period and thirty (30) minutes after the close of the regular school day.

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

~~**[ ]** Food and beverages sold during the school day outside the cafeteria may be operated on a "profit share" program with prior approval of the director of the food-service program and the Principal. **[END OF OPTIONAL PARAGRAPH]**~~

Nondiscrimination Statement

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

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

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

8600 - **TRANSPORTATION**

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

All school buses and student-transportation vehicles, whether purchased, leased, or contracted **(x)** for as provided in Policy 8680 - Transportation Services Contracts ~~**[END OF OPTION]**~~ 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.

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

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

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

~~**[ ] Nonroutine Use of School Buses**~~

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

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

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

[x] Surveillance on School Buses

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

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

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

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

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

District-Owned Vehicles Used for Transporting Students

All drivers of motor vehicles owned by the District and used for transportation of students 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. and may be subject to the District’s employee drug testing policy in accordance with Policy 8601 - Controlled Substance and Alcohol Policy for Employees that Transport Students.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
Code	po8601 (YES)
Status	From Neola
Legal	49 C.F.R. 382.101 et seq.

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

Purpose

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

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

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

Covered Employees

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

Definitions

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

A. The term *alcohol* means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols, including methyl or isopropyl alcohol. This term is a volume breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test as described herein.

B. The term *controlled substance* includes any illegal drug, the possession or use of which is unlawful pursuant to Federal, State and local laws and regulations, and any drug that is being used illegally, such as a prescription drug that was not legally obtained or not used for its intended purposes or in its prescribed quantity. The term does not include any legally-obtained prescription drug used for its intended purpose in its prescribed quantity unless such use would impair the individual's ability to safely perform safety-sensitive functions. This term includes, but is not limited to, marijuana metabolites, cocaine metabolites, amphetamines, opiate metabolites, and/or phencyclidine (PCP).

C. The term *controlled substance abuse* includes excessive use of alcohol as well as prescribed drugs not being used for prescribed purposes, in a prescribed manner, or in the prescribed quantity.

D. The term *safety-sensitive functions* includes waiting to be dispatched, inspecting equipment, servicing, driving, loading or unloading District vehicles, as well as repairing, obtaining assistance, or remaining in attendance upon a disabled District vehicle. This term further includes any period in which an individual is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.

E. The term *Driver* means all CDL holders and regular and substitute bus drivers who operate a commercial motor vehicle while on duty, as well as other staff members who may drive students in District vehicles or inspect, service, and condition District vehicles.

F. The term *while on duty* means all time from the time the Driver begins to work or is required to be in readiness for work until the time s/he is relieved from work and all responsibility for performing work.

Procedures

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

A. Marijuana

B. Cocaine

C. Opioids

D. Amphetamines

E. Phencyclidine (PCP)

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

A. prior to employment (Controlled Substances only);

B. reasonable suspicion;

C. upon return to duty after any alcohol or drug rehabilitation;

D. after any accident, whenever the District determines that an employee may have contributed to an accident involving a fatality, bodily injury, or damage to property, the District may require the employee to be tested for drugs or alcohol, or both;

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

   1. when the driver is involved in an accident involving the loss of a human life, regardless of who was at fault; or

   2. when the driver is involved in an accident in which s/he is issued a citation for a moving traffic violation, and the accident involves an injury to any person who, as a result of the injury, immediately receives medical treatment away from the accident scene, or involves disabling damage (i.e., must be towed away or cannot be driven from the accident scene) to any vehicle.

E. on a random basis; and

F. on a follow-up basis.

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

A. **(x)** immediately prohibited from driving any District vehicle or conducting a safety-sensitive function;

B. ~~**( )** evaluated by a substance abuse professional;~~

C. ~~**( )** provided information regarding drug/alcohol counseling; or referred to the District's Employee Assistance Program;~~

D. **(x)** subject to discipline, up to and including discharge, in accordance with District guidelines and the terms of any applicable collective bargaining agreements.

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

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

A. the dangers and adverse effects of drug and alcohol use;

B. indicators of probable alcohol misuse and controlled substance abuse;

C. Board Policy 3122.01/Policy 4122.01 - Drug-Free Workplace and Policy 3161/Policy 4161 - Unrequested Leaves of Absence/Fitness for Duty;

D. the sanctions that may be imposed for violations of Policy 3122.01/Policy 4122.01 - Drug-Free Workplace.

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

The District Administrator shall submit, for Board approval, a contract with a certified laboratory to provide the following services:

A. testing of all first and second test urine samples;

B. clear and consistent communication with the District's Medical Review Officer (MRO);

C. methodology and procedures for conducting random tests for controlled substances and alcohol;

D. preparation and submission of all required reports to the District, the MRO, and to Federal and State governments.

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

Return-to-Duty (Safety Sensitive Positions)

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES
Code	po8605 (YES)
Status	From Neola
Legal	49 C.F.R. 392.82 49 C.F.R. 392.80

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

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

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

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

~~**OR**~~

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	TRANSPORTATION BY PRIVATE VEHICLE FOR DISTRICT-SPONSORED ACTIVITIES OR TRIPS
Code	po8660 (YES)
Status	From Neola
Legal	121.52, 121.53, Wis. Stats.

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.

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

[x] OPTION 1

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

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

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

~~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 _____ **( )** in accordance with the District Administrator's administrative guidelines **[END OF OPTION]**.~~

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

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

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

~~An approved driver must be the holder of a currently valid license to operate a motor vehicle in the State of Wisconsin and be at least **[SELECT ONE OPTION] ( )** eighteen (18) years of age. **( )** twenty-one (21) years of age. **( )** _____. **[END OF OPTIONS]** An approved driver must also be physically capable of operating a vehicle including use of both hands and foot required to operate the vehicle, or has medical certification or has such requirement waived by the 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. **[END OF OPTIONAL PARAGRAPH] [DRAFTING NOTE: Be sure that selection of this option is consistent with Policy 7217 – Weapons.]**~~

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

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	TRANSPORTATION SERVICES CONTRACTS
Code	po8680 (YES)
Status	From Neola
Legal	110.06, 121.52, 121.555, Wis. Stats. 49 C.F.R. Chapter 40

8680 - **TRANSPORTATION SERVICES CONTRACTS**

The Board policy regarding the fulfillment of its obligation to provide transportation to students within the District is defined in Policy 8600 - Transportation. For student safety, State law requires the District to take certain measures regarding the competence of transportation drivers.

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. The contract must specify that the owner or lessee is obligated to perform any action necessary to fulfill its obligation under 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 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.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	LACTATING EMPLOYEES
Code	po8700 (YES)
Status	From Neola
Legal	29 U.S.C. 218d

8700 - **LACTATING EMPLOYEES**

The Board supports staff members who choose to express breast milk. When any staff member has notified their supervisor of the staff member's intent to express breast milk during the workday, the ~~[ ] Principal~~ **[x]** District Administrator ~~**[ ]**~~ ~~**[End of Options]**~~ shall make necessary arrangements to provide the following:

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

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

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

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

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

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

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	INSURANCE
Code	po8710 (YES)
Status	From Neola
Legal	120.12(6), 779.14, Wis. Stats. Wis. Admin Code Ins 6

8710 - **INSURANCE**

The Board shall purchase, with District funds, the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

A. **(x)** negligent acts or omissions which cause personal injury or wrongful death

B. **(x)** fire and extended coverage on buildings and contents

C. **(x)** comprehensive bodily injury, property damage on automobiles, buses, and trucks

D. **(x)** boiler and machinery

E. ~~**( )** special coverage for equipment not ordinarily covered under a standard policy~~

F. ~~**( )** employee insurance coverage as specified by Board action~~

G. **(x)** worker's compensation coverage

H. **(x)** legal liability for Board members and employees

Contractors

The Board shall require that all contractors performing services on District property, or as part of a District program, are covered by appropriate insurance coverage for the activity and, wherever possible, that the contractor includes the District as an additional insured party on the contractor's policies. The Board shall also require that contractors performing work on any public works projects cover those projects with payment and performance bonds as may be required by law.

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	PROTECTION OF DISTRICT FUNDS
Code	po8740 (YES)
Status	From Neola
Legal	120.13(23), Wis. Stats.

8740 - **PROTECTION OF DISTRICT FUNDS**

The Board recognizes that prudent trusteeship of the resources of this District dictates that employees responsible for the safekeeping of District monies ~~**( )** and property **[END OF OPTION]**~~ be bonded or alternatively be covered by an insurance policy issued by a Board-approved and admitted insurance carrier or joint self-insurance pool.

An insurance policy must cover the Board from losses caused by the fraudulent or dishonest actions of, and the failure to perform a duty prescribed by law of, the employee. Coverage must be equal to or greater than the amount required by the Board for a surety bond.

The District shall be indemnified against loss of money ~~**( )** and property **[END OF OPTION]**~~ by bonding of employees holding the positions and in the amounts determined by the Board and in accordance with State law or by providing adequate coverage through the issuance of an insurance policy.

(x) All other employees handling money shall be covered under a blanket bond or insurance policy to an amount determined by the Board. ~~**[END OF OPTION]**~~

The Board shall bear the cost of insuring or bonding each employee required to be covered by this policy.

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

8800 - **RELIGIOUS ACTIVITIES AND OBSERVANCES**

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

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

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

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

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	PATRIOTIC ACTIVITIES AND OBSERVANCES
Code	po8802 (YES)
Status	From Neola
Legal	118.06, Wis. Stats.

8802 - **PATRIOTIC ACTIVITIES AND OBSERVANCES**

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

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

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

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

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Book	Neola Policy Templates for Processing
Section	8000 Operations Templates (X) - December
Title	FRAUD
Code	po8900 (YES)
Status	From Neola

8900 - **FRAUD**

The Board is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

All employees have an obligation to report fraud to their supervisor or directly to the District Administrator, or to the Board President when a fraud report concerns the District Administrator. The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

The District Administrator, in cooperation with the auditors and District staff, will provide appropriate internal controls to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees.

All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if or when there is reason to believe a criminal offense has been committed.

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

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

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

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

Definitions

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

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

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

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

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

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

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

Major Life Activities

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

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

Impairment That Substantially Limits a Major Life Activity

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

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

Qualified Individual with a Disability

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

Reasonable Accommodation

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

Facilities

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

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

District Compliance Officers

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

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

_____

~~(Name)~~

_____

~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail Address)~~

~~_____~~
~~(Name)~~

~~_____~~
~~(School District Title)~~

~~_____~~
~~(Telephone Number)~~

~~_____~~
~~(Office Address)~~

~~_____~~
~~(E-mail Address)~~
Elizabeth Rachu
Director of Curriculum and Instruction
715-748-4620, 5522
124 W State St, Medford, WI 54451
rachuel@medford.k12.wi.us

Joseph Greget
Director of Special Education and Student Services
715-748-2316, 3324
1065 W Broadway, Medford, WI 54451
gregejo@medford.k12.wi.us

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

A. on the School District's website.

B. ~~( ) in the staff handbooks.~~

C. ~~( ) in the School District Annual Report to the public.~~

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

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

F. ~~( ) _____.~~

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

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board’s legal counsel, who shall assume the

role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

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

Complaint Procedures

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

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

Internal Complaint Procedure

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

A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.

B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint should be filed within thirty (30) days of the circumstances or event giving rise to the complaint.

C. The CO will conduct an independent investigation of the matter. This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint as soon as practicable relative to the ability to complete a thorough investigation but within sixty (60) days. If no decision is rendered within sixty (60) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the District Administrator. The CO shall maintain the District’s files and records relating to the complaint.

D. The District Administrator will, within ten (10) days of receiving the written appeal, conduct a meeting with all parties involved in an attempt to resolve the complaint.

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

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

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

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

Directives During Investigation

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

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

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

OCR Complaint

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

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

Privacy/Confidentiality

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

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

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

Remedial Action and Monitoring

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

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

Sanctions and Disciplinary Action

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

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

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

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

Retaliation

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

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

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

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

Education and Training

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

Retention of Investigatory Records and Materials

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

A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;

C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;

D. written witness statements;

E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;

F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);

G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;

H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;

I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation,

including any consequences imposed as a result of a violation of this policy;

J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;

K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;

L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);

M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;

N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy; ~~**[REMINDER: Documentation of training should be maintained regardless of whether there is an investigation of an alleged violation of this policy. It is best practice to maintain a log of all staff members who participate in a training, along with the date, time, and location of the training, the name and title (or credentials) of the presenter, and a copy of the materials reviewed or presented during the training.]**~~

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

O. **(x)** documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;

P. **(x)** copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;

Q. **(x)** copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;

R. **(x)** copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

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

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

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