DEFOREST AREA SCHOOL DISTRICT

Draft - District Policies

35.2 Regular Update for Board/Admin Approval

15 policies

October 21, 2026

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35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

01 - OVERVIEW

Vol. 35, No. 2 - July 2026 OVERVIEW

WISCONSIN LOCAL UPDATE OVERVIEW AND COMMENTS

VOLUME 35 NUMBER 2

JULY 2026

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

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

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

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

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

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

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

Questions?

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

- Please direct content-related questions to your Neola Associate.

- Please make any revisions on the new Neola Policy Publishing Tool using the instructions provided to you. If you encounter anything unfamiliar in the Neola Policy Publishing Tool or have questions regarding the submission process, our support team is ready to help.

Call us: 330-926-0514
Email us: support@neola.com

Processing Update Materials

Revisions to your policies and administrative guidelines should be made using the new Neola Policy Publishing Tool, following the instructions provided.

District-Specific Materials

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

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

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

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

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

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

Notice Regarding Legal Accuracy

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

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

BYLAWS AND POLICIES

Policy 2210 - CURRICULUM DEVELOPMENT (Revised)

This policy establishes the governing framework and structural criteria for developing, evaluating, and maintaining a sequential District curriculum that complies with state educational mandates.

The updated choice introduces a standardized mechanism to provide parents with advance notice of specific instructional content that may conflict with sincerely held religious beliefs, to address student exemption requests, and to provide alternative learning activities.

While this choice is optional under policy, it may help the District comply with the U.S. Supreme Court ruling in Mahmoud v. Taylor (June 2025). The Supreme Court ruled that public schools provide parents with advance notice and the right to opt their children out of classroom instruction or specific readings that directly conflict with their sincerely held religious beliefs.

Policy 2430 - DISTRICT-SPONSORED CLUBS AND ACTIVITIES (Revised)

This policy defines the structural parameters for authorizing student clubs and activities and establishes a clear legal distinction between District-sanctioned programs and

independent community initiatives.

The updated changes create content restrictions for all student club advertisements and flyers displayed on District property, limiting public signage to basic logistical information. Additionally, these modifications implement an option for administrative review of organizational promotional materials to maintain structural consistency and mitigate institutional liability across all extracurricular platforms. These changes are recommended, but not required.

Policy 2461 - RECORDING OF IEP TEAM MEETINGS (Replacement)

This policy regulates the recording of Individualized Education Program (IEP) team meetings, balancing the accommodation of parental rights with the privacy of participants and the general integrity of the collaborative process.

The replacement modernizes District regulations by restricting the unauthorized use of emerging technologies, including artificial intelligence meeting recorders and digital transcription applications. Furthermore, the revised framework establishes protocols for parental notice, grants administration the authority to suspend disruptive sessions, and disclaims institutional liability regarding the storage, security, or distribution of parent-generated media. Adoption of this replacement policy is required for legal compliance.

Policy 2510 - ADOPTION OF TEXTBOOKS (Revised)

This policy establishes the legal framework and criteria for the non-discriminatory selection, evaluation, and Board approval of primary instructional materials used throughout the District.

The revisions mandate that administrative personnel provide parents with timely notification regarding textbooks that may conflict with sincerely held religious beliefs, create a formal procedure for families to submit exemption requests, and require the District to provide appropriate alternative academic assignments.

These changes are recommended for adoption to help the District comply with the U.S. Supreme Court ruling in Mahmoud v. Taylor (June 2025).

Policy 2521 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT (Revised)

This policy establishes the definitions, criteria, and non-discrimination standards governing the acquisition of supplemental educational resources and classroom equipment.

The revisions direct the administration to develop procedures to provide parents with advance notice when supplemental materials or activities conflict with sincerely held religious beliefs.

These changes are recommended for adoption to help the District comply with the U.S. Supreme Court ruling in Mahmoud v. Taylor (June 2025).

Policy 2623 - STUDENT ASSESSMENT AND GRADING (Revised)

This policy establishes the legal and administrative framework for measuring student academic proficiency and verifying compliance with state-mandated educational criteria.

The updates expand the evaluation structure while clarifying that early literacy screenings are exempt from parental opt-out provisions. Additionally, these revisions provide options for classroom grading practices, permissible methodologies, proactive parental notifications, and administrative overrides of grades. Non-optional changes are recommended but not required.

Policy 3130 - ASSIGNMENT AND TRANSFER (Revised)

This policy defines the administrative framework for the assignment and transfer of professional staff members to optimize operational efficiency and maintain compliance with state qualification standards.

The revisions remove the reference to "contractual requirements" and update administrative oversight. This change is recommended but not required.

Policy 3242 - PROFESSIONAL GROWTH REQUIREMENTS (Revised)

This policy establishes the administrative framework for continuous staff development.

The revision simplifies regulatory oversight by requiring professional personnel to satisfy all broad statutory conditions necessary to maintain active licensure. This change is recommended but not required.

Policy 5136.01 - OTHER PERSONAL ELECTRONIC DEVICES (Revised)

This policy establishes the framework for student possession and utilization of personal electronic devices.

The revisions narrow the scope of this policy by separating non-wireless equipment from wireless personal communication devices, which are now covered by a separate, dedicated policy. This reorganization simplifies enforcement for school administrators and preserves essential protocols regarding confiscation of unauthorized property. These changes are recommended to better align the District's Policy Manual with the previous changes to Policy 5136 resulting from 2025 Wisconsin Act 42.

Policy 5310 - HEALTH SERVICES (Revised)

This policy establishes the statutory parameters under which the District may conduct student health screenings to protect the school population from communicable diseases and to identify remediable physical health issues.

The revisions elevate student privacy and parental transparency by requiring advance written notice before the administration of any periodic or necessary health services. Additionally, these revisions implement a strict five-day prior notice mandate for unforeseen invasive examinations, aligning local protocols with federal protections of student rights. These changes are recommended for adoption to help the District comply with State and Federal requirements.

Policy 5511 - DRESS AND APPEARANCE (Revised)

This policy provides the parameters for balancing a student's individual right to expressive speech with the District's authority to maintain an orderly, safe, and non-discriminatory educational environment.

The revisions integrate contemporary constitutional standards by requiring that administrative restrictions on student attire be based on a context-specific forecast of material and substantial disruption. Additionally, the revisions expand the categories of prohibited dress to encompass items that violate anti-harassment policies, depict obscenity, or incite violence, thereby providing school officials with clearer, defensible guidance for enforcement. The non-option changes are recommended for adoption, but are not required.

Policy 6325 PROCUREMENT - FEDERAL GRANTS/FUNDS (Revised)

This policy maintains legal compliance with federal regulations when purchasing goods and services with federal grant funds, thereby protecting the District's eligibility for federal financial assistance.

The revisions reflect the new acquisition thresholds. They are not to exceed numbers. If the District desires the highest acquisition thresholds, this change is required for adoption.

Policy 7440.03 - SMALL UNMANNED AIRCRAFT SYSTEMS (Drones) (Revised)

This policy establishes clear parameters for the operation of small Unmanned Aircraft Systems (drones) on district property to ensure compliance with federal and state laws while maintaining campus safety and security.

The revision establishes a framework for the Board to expressly authorize drone operations during instructional periods or approved events, subject to a five-business-day response timeline. It further cites specific statutory-based exceptions permitting law enforcement and public protective agencies to operate drones over district property for

defined emergency and public safety purposes, such as active search and rescue or preventing imminent danger. These changes are required for adoption but are not required.

Policy 8325 - RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES (Revised)

This policy establishes procedures for school staff handling subpoenas, summonses, and other legal documents, protecting confidential student and District information while maintaining compliance with State legal proceedings.

These revisions formally define the service of legal process, clarify the District Administrator's statutory authority to receive service, and restrict other staff to accepting documents exclusively through personal service unless otherwise directed. It also establishes guidance for employees who are requested to provide testimony or documentation. These changes are recommended for adoption but are not required.

Policy 8410 - CRISIS INTERVENTION (Revised)

This policy establishes a collaborative framework for school safety planning, threat assessments, and crisis intervention to protect the school community's safety and well-being.

This update incorporates Wisconsin Administrative Code PI 23 to clarify that safe-school transfer options are available only if the District has another appropriate grade-level school or public charter school, and that Federal recommendations apply if no local transfer options exist. This change is recommended for adoption, but is not required.

Neola Annual Policy Updates for District Food Service from DPI

- **Policy 8500 - FOOD SERVICES (Revised)**
- **Policy 8500.01 - POLICY AND PROCESS FOR RECEIVING AND PROCESSING COMPLAINTS ALLEGING CIVIL RIGHTS DISCRIMINATION (INCLUDING WISCONSIN PROTECTED CLASSES) IN THE U.S. DEPARTMENT OF AGRICULTURE (USDA) CHILD NUTRITION PROGRAMS (New)**
- **Policy 8510 - WELLNESS (Revised)**
- **Policy 8531 - FREE AND REDUCED-PRICE MEALS (Revised)**
- **Policy 8550 - COMPETITIVE FOOD SALES (Revised)**

Neola confers each year with the School Nutrition Program Compliance Unit (SNPCU) at the Wisconsin Department of Instruction regarding required updates to the policies they include in Administrative Reviews for our client districts. All the changes in the above policy group were made after consultation with the SNPCU and a review of our most current templates.

These updates are required to keep District policies updated for compliance and a Food Service Administrative Review (Audit).

Policy 8600 - TRANSPORTATION (Revised)

This policy establishes the regulatory and operational standards for transporting students safely.

This update aligns the policy with Wisconsin Act 160 for audio and video surveillance on school buses and notifications. It also restricts access to recordings to safeguard student privacy. These changes are required for adoption, if the District intends to use audio or video surveillance on school buses.

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po2430

Vol. 35, No. 2 - July 2026 Revised DISTRICT-SPONSORED CLUBS AND ACTIVITIES

ADOPTED Jul 1, 2019 · REVISED May 22, 2023

2430- **DISTRICT-SPONSORED CLUBS AND ACTIVITIES**

The District 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 - Educational Outcome Goals and Expectations. 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 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.

No activity shall be considered to be under the sponsorship of this District unless it meets one or more of the criteria stated above and has been approved by the Superintendent.

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 District and directed by a staff advisor.

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 2.0 grade-point average and must not have received a failing grade in any course for the current semester in which they wish to participate.

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.

All District-sponsored club communications, including flyers or posters to be displayed on school property, shall be limited to the club's name, event/ meeting date, time, and location, ~~( )~~ and subject to administrative approval. ~~**[END OF OPTION]**~~

The Superintendent may prepare administrative guidelines to implement a program of curricular-related 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.

Revised 4/26/21
Revised 4/23/22
Revised 6/27/22
Revised 12/12/22

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Legal
120.12(23), Wis. Stats.
P.L. 98-377

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po2461

Vol. 35, No. 2 - July 2026 Replacement RECORDING OF IEP TEAM MEETINGS

ADOPTED Jul 1, 2019 · REVISED Nov 25, 2019

Replacement Policy - Vol. 35, No. 2

2461 - **RECORDING OF IEP TEAM MEETINGS**

The District recognizes that parents may wish to record (this includes audio and/or video, including AI tools) IEP Team meetings in order to better understand the IEP process, their child's IEP, or to implement their rights as a parent for access accommodations under the IDEA, Section 504 of the Rehabilitation Act of 1973, and/or the Americans with Disabilities Act.

~~- 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 a parent believes that recording an IEP Team meeting is necessary, the parent should notify Director of Student Services ~~_____ [principal or Director of Student Services or Director of Special Education]~~ in writing, ~~preferably~~ at ~~.~~ least two (2) school days before the IEP Team meeting, of the parent's desire to record the meeting and the reason the recording is required.

~~[DRAFTING NOTE - Recent technological developments, including AI-enabled meeting recording tools, have increased the likelihood that parents may record virtual or in-person IEP meetings without advance notice. Wisconsin is a one-party consent state under 948.31 Wis. Stats, meaning a meeting participant may lawfully record the conversation. The~~

~~District's current policy prohibits video recording except as a disability accommodation. The proposed revision clarifies notice expectations, affirms the District's right to record when a parent records, addresses AI t o ols explicitly, and preserves the integrity of the IEP process while reducing potential litigation exposure.]~~

The purpose of advance notice is to promote transparency, ensure appropriate logistical arrangements, and allow the District to determine whether it will also record the meeting.

Recording of an IEP Team meeting, ~~whether audio, video, or AI-assisted,~~ shall not disrupt the meeting or interfere with the IEP Team process. If recording becomes disruptive, the District may suspend the meeting and reschedule.

If a parent records an IEP Team meeting, the District reserves the right to record the meeting as well.

Any recording made by the District shall become part of the student's education record and will be maintained in accordance with State and Federal law. Any recording made by the parent becomes a record of the parent, and the District has no responsibility for maintenance of that particular record.

The District is not responsible for the storage, security, or distribution of recordings created by parents or other participants.

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~~2461 - **RECORDING OF IEP TEAM MEETINGS**~~

~~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 parent(s) elects to audio record an IEP Team meeting, the District will also record the meeting.~~

~~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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35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po2510

Vol. 35, No. 2 - July 2026 Revised ADOPTION OF TEXTBOOKS/PRIMARY CURRICULAR RESOURCES

ADOPTED Dec 12, 2022 · REVISED Aug 24, 2026

2510 - **ADOPTION OF TEXTBOOKS /PRIMARY CURRICULAR RESOURCES**

The District shall approve all textbooks used as part of the educational program of this District. The list of the adopted books shall be filed with the School District Clerk. "Textbook", for purposes of this policy, shall mean the primary ~~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 any Protected Class consistent with Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. ~~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 Superintendent shall be responsible for the selection and recommendation of textbooks. In considering the approval of any proposed textbook, the District will weigh its decisions based on recommendations related to:

A. suitability for the maturity level and educational accomplishment of the students who will be using the material;

B. freedom from bias;

C. relationship to the curriculum adopted by the District;

D. relationship to a continuous multigrade program;

E. manner of selection;

F. cost;

G. appearance and durability.

The Superintendent shall develop a process for the selection of textbooks that includes effective consultation with professional staff members at all appropriate levels and provide a description of the process used in reaching a recommendation for textbook selection upon request. Link to

Curricular Resource Process

~~L~~
Revised 7/1/24

© Neola 20 26 ~~17~~

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

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po2623

Vol. 35, No. 2 - July 2026 Revised STUDENT ASSESSMENT AND GRADING

ADOPTED Jul 1, 2019

2623 - **STUDENT ASSESSMENT** ~~**AND GRADING**~~

The District 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.

( ) The Board approves a balanced, comprehensive system of assessment that shall measure levels of student proficiency, growth, and learning needs in all areas of the curriculum in order to determine the progress of students. This information is used to:

1. Provide summative and formative opportunities for students to demonstrate their learning.
2. Accurately communicate each student's proficiency of knowledge and skill level toward grade-level outcomes.
3. Provide evidence of student proficiency and growth in relation to Board-approved standards and learning targets.
4. Inform instruction on a regular, ongoing basis.
5. Provide meaningful feedback for student goal setting.
6. Identify strengths and weaknesses of curricular and instructional programs.

A balanced, comprehensive system of assessments includes:

1. Universal screening assessments;

2. Standards-based formative and summative classroom assessments that are authentic, valid, reliable, and aligned to grade-level learning targets;

3. Diagnostic assessments;

4. Progress Monitoring Assessments.

The Director s of Instruction, in collaboration with the School Administrator, shall develop a program of standards-based assessment that includes summative and formative assessments.

~~**[END OF OPTIONAL SECTION]**~~

~~The Board requires that: (-)~~

1. ~~Feedback and assessment practices are consistently applied and aligned to grade-level outcomes;~~

2. ~~Students will be offered multiple opportunities to show proficiency, including reassessments;~~

3. ~~Assessments be administered by persons who are qualified;~~

4. ~~Parents be informed of the assessment program of the school;~~

5. ~~Data regarding individual assessment performance be entered on the student's cumulative record, where it will be subject to the policy of the Board regarding~~

~~student records;~~

6. ~~Results of school-wide assessments may be shared with stakeholders are approved by the Board.~~

~~**[END OF OPTIONAL SECTION]**~~

Each student's proficiencies and needs will be assessed by staff members upon the student's ~~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 Superintendent or designee shall develop and present to the Board annually a program of testing and assessment that includes:

A. State-required tests;

B. District assessments.

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.

Parental Opt-Out of Assessments (students)

The District 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 building principal stating that the parent is opting out of the examination(s)~~.~~

~~[ ]~~ The Superintendent is authorized to accept opt-out requests from parents regarding State examinations administered in 3rd grade, 5th grade, 6th grade, and 7th grade, except when such opt-out provisions are prohibited by State or Federal law. ~~[END OF OPTIONAL SENTENCE]~~

Parents may not opt any student out of the reading readiness screening required of all students in grades 4k - 3.

[ ] GRADING

Philosophy

Classroom grades should provide feedback to students and parents. The intent of grades is not to punish, but to communicate what a student knows and is able to do compared to clearly communicated classroom expectations.

[ ] - Traditional Grading

[ ] Standards-Based Grading

[ ] _____

The Board (-) encourages (-) discourages (-) allows (-) forbids [END OF INTERNAL OPTIONS] the following methodologies classroom teachers may utilize when determining grades:

1. (-) averaging
2. (-) use of extra credit
3. (-) grade modification for participation
4. (-) student behavior
5. (-) grade modification for "late work"
6. (-) grading homework
7. (-) curving grades based on an individual student's performance compared to a peer
8. (-) the use of "zero"

9. ( ) grade modification for attendance

10. ( ) percentages

11. ( ) performance descriptions

12. ( ) _____

[END OF OPTIONS]

[ ] The Board ( ) encourages ( ) requires [END OF INTERNAL OPTIONS] classroom grades be based on:

1. ( ) performance against clear descriptions of expectations (i.e. learning goals, rubrics, etc.)

2. ( ) the most recent performance

3. ( ) _____

[END OF OPTION]

Classroom achievement will be communicated to parents ( ) times a year ( ) every nine weeks ( ) _____. [END OF OPTIONS]

[ ] No student will have a failing grade on their permanent student record without documented attempts to communicate with the student's parents beyond the ( ) progress report ( ) report card. [END OF OPTIONS]

[ ] The Principal may override a classroom teacher's grade ( ) if there is evidence that the teacher did not abide by this policy. [END OF OPTION]

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Legal
118.30, Wis. Stats.
P.I. 8.01(2r/s), Wis. Adm. Code

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po5310

Vol. 35, No. 2 - July 2026 Revised HEALTH SERVICES

ADOPTED Jul 1, 2019 · REVISED Jul 1, 2024

5310 - **HEALTH SERVICES**

The Board actively follows all Federal and State laws aimed at protecting student privacy and providing transparency. In the rare and unusual circumstance of the District requiring a physical examination or screening, such decisions shall prioritize student privacy and parental authorization. Only after written advance notification to parents ~~- **(**) no less than five (5) school days in advance **[END OF OPTION]**~~ , the ~~The~~ District may require students to submit to periodic health examinations to:

A. protect the school community from the spread of communicable disease;

B. determine that each student's participation in health, safety, and physical education courses meets the student's ~~his/her~~ individual needs;

C. determine that the learning potential of each child is not lessened by a remediable, physical disability.

The District shall provide advance written notification to parents any time the District determines there is a ~~specify the~~ need for health services which may include, but not be limited to:

A. student physical examinations;

B. athlete physical examinations;

C. dental examinations;

D. vision screening;

E. audiometric screening.

Any health services program will ~~should~~ also include instruction to staff members on the observance of students for conditions that indicate signs of physical health conditions which may be pertinent to the student's ability to fully access the District's programming.

Revised 11/25/19

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Legal
118.25(3)(4), 118.255, Wis. Stats.
20 U.S.C. 1232h

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po6325

Vol. 35, No. 2 - July 2026 Revised PROCUREMENT - FEDERAL GRANTS/FUNDS

ADOPTED Sep 15, 2025

6325 - **PROCUREMENT – FEDERAL GRANTS/FUNDS**

Procurement of all supplies, materials, equipment, and services paid for from Federal funds including any District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board policies, and administrative procedures.

The Superintendent shall have and use a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326), including affirmative steps for small businesses, minority business, women's business enterprises, veteran-owned businesses, and labor surplus area firms, for the administration and management of Federal grants and Federally-funded programs. The District shall maintain oversight that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing policy and administrative guidelines (Policy 6320 - Purchasing ~~and AG 6320A - Purchasing)~~.

When required by Federal program legislation, all Federally-funded contracts in excess of $2,000 related to construction, alteration, repairs, painting, decorating, etc. must comply with Davis-Bacon prevailing wage requirements.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130 – Ethics and Conflict of Interest, Policy 3230 – Ethics and Conflict of Interest, and Policy 4230 – Ethics and Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis shall be made between leasing and purchasing property or equipment to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements, where appropriate, for procurement or use of common or shared goods and services.

Competition

All procurement transactions under the Federal award paid for from Federal funds or District matching funds shall be conducted in a manner that provides full and open competition and that is in accordance with 2 C.F.R. Part 200, good administrative practice, and sound business judgment. To ensure objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids, from competition for such procurements.

Examples of situations that may restrict competition include, but are not limited to:

A. unreasonable requirements on firms for them to qualify to do business

B. unnecessary experience and excessive bonding requirements

C. noncompetitive pricing practices between firms or between affiliated companies

D. noncompetitive contracts to consultants that are on retainer contracts

E. organizational conflicts of interest

F. specification of only a "brand name" product instead of allowing for an "*or equal*" product to be offered and describing the performance or other relevant requirements of the procurement

G. any arbitrary action in the procurement process

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services that are subject to this policy, the pre-qualified list includes enough qualified sources to ensure maximum open and free competition.

To the extent consistent with established practices and legal requirements applicable to the recipient or subrecipient, this subpart does not prohibit recipients or subrecipients from developing written procedures for procurement transactions that incorporate a scoring mechanism that rewards bidders that commit to specific numbers and types of U.S. jobs, minimum compensation, benefits, on-the-job-training for employees making work products or providing services on a contract, and other worker protections. This subpart also does not prohibit recipients and subrecipients from making inquiries of bidders about these subjects and 2 C.F.R. Revisions 2024: Unofficial Comparison Version assessing the responses. Any scoring mechanism must be consistent with the U.S. Constitution,

applicable Federal statutes and regulations, and the terms and conditions of the Federal award.

Solicitation Language (Purchasing Procedures)

The District shall have written procurement procedures (in accordance with 2 C.F.R. 200.319(d)) that require that all solicitations incorporate a clear and accurate description of the technical requirements for the property, equipment, or service being procured. The description may include a statement of the property, equipment, or service to be procured. When necessary, the description must set forth those minimum essential characteristics and standards to which the property, equipment, or service shall conform. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to clearly and accurately describe the technical requirements, a "brand name or equivalent" description of features to provide procurement requirements may be used. The specific features of the named brand must be clearly stated and the District must identify any additional requirements which the offerors must fulfill and all other factors that will be used in evaluating bids or proposals.

The District will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall have and use documented procedures, consistent with the standards described above, for the following methods of procurement:

A. **Informal Procurement Methods**

Informal procurement methods for small purchases expedite the completion of transactions, minimize administrative burdens, and reduce costs. Informal procurement methods may be used when the value of the procurement transaction under a Federal award does not exceed the simplified acquisition threshold, or a lower threshold established by the State. The informal procurement methods include:

1. **Micro-Purchases**

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the class maximum deviation by Federal Acquisition Regulation ~~[not to exceed $15,000 $10,000]~~ . To the extent practicable, the District should distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable based on research, experience, purchase history or other relevant information and maintains documents to

support its conclusion. The District shall maintain evidence of this reasonableness in the records of all purchases made by this method

2. **Small Purchases**

~~bn note: I think you have a typo, $250,000?~~

Small purchases include the acquisition of property or services, the aggregate dollar amount of which is higher than the micro-purchase threshold but does not exceed the simplified acquisition threshold of $ 3 ~~2~~ 50.000 **~~[not to exceed~~ $350,000 ~~$250,000~~]**. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Districts are responsible for determining an appropriate simplified acquisition threshold based on internal controls, an evaluation of risk, and its documented procurement procedures which must not exceed the threshold established in the Federal Acquisition Regulations ("FAR"). When applicable, a lower simplified acquisition threshold used by the District must be authorized or not prohibited under State, local, or tribal laws or regulations.

B. **Formal Procurement Methods**

When the value of the procurement for property or services under a Federal award exceeds the simplified acquisition threshold, or a lower threshold established by the State, formal procurement methods are required. Formal procurement methods require following documented procedures. Formal procurement methods also require public advertising unless a non-competitive procurement method can be used in accordance with the standards on competition in 200.319 or non-competitive procurement. The formal methods of procurement are:

1. **Sealed Bids**

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to more than $ 3 ~~2~~ 50,000 **~~[DRAFTING NOTE: the lesser of the established Small Purchase threshold o~~ r $350,000 ~~$250,000~~]**and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility, the cost of which will exceed $50,000.

In order for sealed bidding to be feasible, the following conditions shall be present:

a. a complete, adequate, and realistic specification or purchase description is available;

b. two (2) or more responsible bidders have been identified as willing and able to compete effectively for the business; and

c. the procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally based on price.

Bn note to production: Elminate the X below

When sealed bids are used, the following requirements apply:

a. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from **(x)** an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

b. The invitation for bids must define the items or services with specific information, including any required specifications, for the bidder to properly respond.

c. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

d. A firm fixed-price contract is awarded in writing to the lowest responsive bid and responsible bidder. When specified in the invitation for bids, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts must only be used to determine the low bid when the District determines they are a valid factor based on prior experience.

e. The Board reserves the right to reject any or all bids but must document and provide a justification for all bids it rejects.

2. **Proposals**

Procurement by proposals is a method in which either a fixed-price or cost-reimbursement contract is awarded. This method is used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

a. Requests for proposals require public notice and must identify all evaluation factors and their relative importance. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered.

b. Proposals shall be solicited from an adequate number of sources.

c. The District must have written procedures for conducting technical evaluations and for making selections.

d. Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the District considering price and other factors.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby the competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where the price is not used as a selection factor, can only be used to procure A/E professional services. The method cannot be used to purchase other services provided by A/E firms that are a potential source to perform the proposed effort.

3. **Noncompetitive Procurement**

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

a. the aggregate amount of the procurement transaction does not exceed the micro-purchase threshold;

b. the procurement transaction can only be a fulfilled by a single source;

c. the public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;

d. the District requests in writing to use a noncompetitive procurement method, and the Federal agency or pass-through entity provides written approval; or

e. after soliciting several sources, competition is determined to be inadequate.

Domestic Preference for Procurement

The District should, to the extent practicable and consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. Such requirements shall be included in all subawards, contracts, and purchase orders under the Federal award.

Procurement of Recovered Materials

The District must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976, as amended, 42 U.S.C. 6962. These requirements include:

A. procuring only items designated in the guidelines of the Environmental Protection Agency ("EPA") at 40 C.F.R. part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000;

B. procuring solid waste management services in a manner that maximizes energy and resource recovery; and

C. establishing an affirmative procurement program for the procurement of recovered materials identified in the EPA guidelines.

The District should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable.

This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products.

Contract/Price Analysis

The District shall perform a cost or price analysis for every procurement transaction, including contract modifications, in excess of the Simplified Acquisition Threshold (currently $3 ~~2~~50,000). The method and degree of analysis conducted depend on the facts surrounding the particular procurement transaction. For example, the District should consider potential workforce impacts in their analysis if the procurement transaction will displace public sector employees. However, as a starting point, the District must make independent estimates before receiving bids or proposals.

A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements. The District must not use the “cost plus a percentage of cost” and “percentage of construction costs” methods of contracting.

Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that the costs incurred or cost estimates included in negotiated prices would be allowable for the District according to cost principle requirements.

Time and Materials Contracts

The District uses a time and materials type contract only 1) after a determination that no other contract is suitable; and 2) if the contract includes a ceiling price that the contractor exceeds at its own risk. A time-and-materials type contract means a contract whose cost to the District is the sum of the actual costs of materials and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Because this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of the proposed contract. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as 1) contractor integrity; 2) public policy; 3) compliance; 4) proper classification of employees; 5) record of past performance; and 6) financial and technical resources.

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over $25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors, at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 C.F.R. Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals ("RFPs") or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the District Administrator within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be

communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Records Retention

The District must retain all Federal award records for three (3) years from the date of submission of the final financial report, or as otherwise required pursuant to the Board-adopted records retention schedule, whichever is longer. For awards that are renewed quarterly or annually, the District must retain records for three (3) years from the date of submission of the quarterly or annual financial report, respectively, or as otherwise required pursuant to the Board-adopted records retention schedule, if longer. Records to be retained include, but are not limited to, financial records, supporting documentation, and statistical records. Other records retention requirements shall be in accordance with 2 C.F.R. 200.334 and the Board-adopted records retention schedule.

The District must collect, transmit, and store Federal award information in an open file, non-licensed, and machine-readable formats. The District may substitute electronic versions of original paper records through duplication or other forms of electronic conversion, provided that the procedures are subject to periodic quality control reviews. Quality control reviews must ensure that electronic conversion procedures provide safeguards against the alteration of records and assurance that records remain in a format that is readable by a computer system.

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Legal

2 C.F.R. 2.101
2 C.F.R. 200.317 - .326
Appendix II to Part 200
2 C.F.R. 200.334 - 200.336
2 C.F.R. 200.520

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po7440.03

Vol. 35, No. 2 - July 2026 Revised SMALL UNMANNED AIRCRAFT SYSTEMS (Drones)

ADOPTED Apr 26, 2021 · REVISED Oct 27, 2025

7440.03 - **SMALL UNMANNED AIRCRAFT SYSTEMS (Drones)**

~~The District prohibits the operation of small Unmanned Aircraft Systems (sUAS), commonly known as drones, at any time on a property that is owned or leased or contracted for by the District at any time by any individual who is not authorized to do so by the District.~~

~~(~~ A drone may be operated over property owned by the District during periods when the school is open to students for instruction or when the property is being used for an event approved by the District at the express authorization of the District. The District shall respond to a request for authorization within five (5) business days of receiving the request. ~~)(~~ The Board designates this responsibility to the ~~)~~ Superintendent ~~_____ [END OF OPTIONS] (~~) If sUAS (drones) are used during high school athletic activities and/or events, the use will adhere to the Wisconsin Interscholastic Athletic Association's (WIAA) administrative policies and procedures.

To be authorized to operate a drone on property owned or leased or contracted for by the District, the individual or organization granted permission by the District ~~Board a staff member or administrator or vendor employed by the Board~~, must meet all criteria for the operation of and comply with all requirements and restrictions pertaining to the operation of any sUAS established by the Federal Aviation Administration (FAA).

Failure to adhere by applicable regulations may result in loss of authorization to operate a drone on property owned or leased or contracted for by the District, referral to local law enforcement, and/or further disciplinary action, up to and including termination.

A drone(s) may be operated over property owned by the District at the direction of the sheriff or the chief of a public protective agency having jurisdiction over the territory on which the District property is located for any of the following purposes:

1. to assist in an active search and rescue operation;

2. to locate an escaped prisoner;

3. to surveil a place or location for the purpose of executing an arrest warrant; or,

4. when a law enforcement officer has reasonable suspicion to believe that the use of a drone is necessary to prevent imminent danger to an individual or to prevent imminent destruction of evidence.

Revised 7/24

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Legal

14 C.F.R. Part 107
114.045 Wis. Stats.
86 FR 4314

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8325

Vol. 35, No. 2 - July 2026 Revised RECEIPT OF LEGAL DOCUMENTS BY DISTRICT EMPLOYEES

ADOPTED Jul 1, 2019 · REVISED Jul 1, 2024

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 Process

Service of legal process is defined as a formal delivery of a notice of claim, summons, complaint, writ, or other legal notice to a defendant or interested party. This action officially notifies the defendant or interested party of a lawsuit or legal proceeding, establishing a court's jurisdiction over them.

Accepting Legal Service

Legal service requires compliance with procedural rules. The Board authorizes the Superintendent ~~District Administrator~~ to receive service of legal process for District matters, pursuant to 118.26, Wis. Stats. The Superintendent ~~District Administrator~~ is authorized to refer legal process to the Board's legal counsel.

Staff members may not accept service of legal documents on behalf of the District unless authorized by the ~~D~~ Superintendent ~~istrict Administrato r~~ to do so . If authorized by the Superintendent ~~District Administrator~~ to accept service of legal documents on behalf of the District , staff members may only accept service through personal service and should not agree to accept service via email, fax, or any other means other than personal service unless directed to do so by the Superintendent ~~District Administrator~~ .

The Superintendent ~~District Administrator~~ 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 proceedin g.

Providing Testimony or Documentation

At times employees may be called upon to provide legal testimony or provide documentation on student or District matters. The staff member shall immediately notify ~~( ) their principal ( ) the Superintendent ( ) _____ [END OF OPTIONS] who shall notify the ( )~~ Superintendent who may ~~shall~~ consult with the Board's legal counsel ~~( ) Board's legal counsel ( ) _____ who shall consult with the Board's legal counsel [END OF OPTIONS]~~ .

No staff member may produce confidential student records or testify concerning the content of student records without first notifying students and ~~or ( ) their principal ( )~~ the Superintendent ~~( ) _____ [END OF OPTIONS]~~

~~**Service of Legal Documents**~~

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

~~The Superintendent has authorization to contact legal counsel.~~

~~**Student Records and Other Confidential Information**~~

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

Legal documents regarding matters related to school business may implicate confidential personnel records or protected student records (see Policy 8330 - Student Records and Policy 8310 - Public Records). 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.

Litigation Hold

If a Litigation Hold is initiated, the process specified in Policy 8315 - Preservation of Records and Litigation Holds shall be followed.

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35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8500

Vol. 35, No. 2 - July 2026 Revised FOOD SERVICES

ADOPTED Jul 1, 2019 · REVISED Oct 27, 2025

8500 - **FOOD SERVICE**S ~~S~~

The District 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.

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.

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

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

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 8510 - Wellness , and 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 Superintendent will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

Dietary Modifications

Modifications Based on Compliant Medical Documentation

An adult student or student's parent requesting special dietary accommodations for a student with a disability that restricts the diet must provide the Medical Statement for Special Dietary Needs signed by a Registered Dietitian or State authorized medical authority, which is a medical professional authorized in the State of Wisconsin to write prescriptions. The request must contain the following information **( )** and must be submitted on DPI Form PI-6314, Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction or upon request to the District's Food Service Manager ~~Director or Special Dietary Accommodation Coordinator~~ **[END OF OPTION ~~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.

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. The School District shall provide the accommodation as required by law, seeking clarifying medical information, as necessary.

If a Medical Statement for Special Dietary Needs is not immediately available, incomplete, unclear, or lacks sufficient detail, ~~the Special Dietary Accommodation Coordinator or~~ Food Service Manager ~~Director~~ shall ask ~~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~~ The meal modification will ~~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 Manager ~~Supervisor~~ who shall serve as the Special Dietary Accommodation Coordinator. Her ~~the Special Dietary Accommodation Coordinator, whose~~ contact information is:

Alexandria Bostley, Food Service Manager ~~Becky Terry, Food Service Supervisor~~

DeForest Area School District

500 S. Cleveland Ave.

DeForest, WI 53532

(608) 842-6502 ~~11~~

abostley ~~rterry~~ @deforestschools.org

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. ~~A student with a disability may have an IEP or 504 plan that requires specific instruction, services, or accommodation related to the student's nutritional needs. If a student's IEP or 504 plan contains the same information that is required on a Medical Statement for Special Dietary Needs, then it is not necessary to obtain and submit a separate Medical Statement for Special Dietary Needs. Form PI-6314 can be obtained from the Department of Public Instruction (https://dpi.wi.gov/sites/default/files/imce/forms/pdf/f6314-english.pdf) or upon request to the District's Food Service Supervisor or Special Dietary Accommodation Coordinator.~~

~~The individual making an initial request for such substitutions must inform the Food Service Director or Special Dietary Accommodation Coordinator that the student has a disability that restricts the student's diet. The School District will honor the request upon receipt of the required documentation from a State authorized medical authority. 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 Director of Student Services and shall provide any communications between the student or parent and food service officials concerning the accommodation request, any documentation provided by a medical authority, and any additional information the student or parent believes is pertinent to the decision. A review of the materials provided and of the initial decision shall be completed and a response provided to the student or parent as soon as practicable following receipt of the request for review. If the initial decision is reversed, including due to additional information provided on review, the dietary accommodations shall be implemented without delay. If the initial decision is affirmed the decision is final.

B. Any other complaint or disagreement with the food service administration concerning implementation of special dietary accommodations based on a student's disability shall be presented to the Special Dietary Accommodation Coordinator. The student or parent shall specify the nature of the concern and any requested remedy in writing. The Coordinator shall promptly review the grievance and either contact the student or parent for any required clarification of the request or to seek to reach an agreement regarding how to best address the concern. If no agreement is reached, the Coordinator shall make a determination and notify the student or parent in writing as soon as practicable. If the grievance is affirmed in any respect, the Coordinator shall propose a plan for implementing appropriate remedial measures. If the student or parent is dissatisfied with the Coordinator's determination, the student or parent may submit a written request to the Building Principal or Superintendent for review. The administrator's determination shall be final.

Modifications Based on Noncompliant Medical Requests

On a case-by-case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who 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.

Modification Based on Student/Parental Preference

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

A. **Fluid Milk Substitution**

The School District shall offer a Federally approved milk substitute with a written and signed request from a parent that identifies the reason for the special dietary accommodation.

B. **Religious Reason**

The school district shall have no legal obligation to accommodate a student's or parent's/guardian/s request for accomodations based on religious requests. However, the district will assist your student in choosing a reimbursable meal through offer vs. serve and provide ingredient and nutrition information on menu items. ~~The School District will provide substitutions based on religious requests to any student, for any religious reason with a written and signed request by a parent that identifies the reason for the accommodation. A substitution for a religious request must meet USDA Child Nutrition Program meal pattern requirements.~~

C. **General Dietary Preference**

The School District shall have no legal obligation to accomodate a student's or parent's/guardians general health, nutrition, or food preferences. However, the district will assist your student in choosing a reimbursable meal through offer vs. serve and provide ingredient and nutrition information on menu items. ~~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.~~

IMPLEMENTATION AND DISCONTINUATION

Review

Upon receipt of a request for a special dietary accommodation, the Food Service Supervisor 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, contact the Food Service Manager and Head Cook ~~Supervisor~~ by 9:00 a.m. the same day.

Renewing A Special Dietary Request

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

Discontinuation of a Special Dietary Request

A special dietary request or part of a request may be discontinued by a parent by submitting the request in writing to the Food Service Supervisor or shall be discontinued consistent with the medical authority's ~~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 Food Service Manager ~~Supervisor~~. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and USDA Foods. The District 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 Food Service Supervisor. 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 Director of Business and Auxillary Services. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account.

Payments

Food service payments may be made in several ways. You may mail, drop off or send a cash or check payment with your child to your child's school or the district office, or make an electronic payment through Infinite Campus ~~Revtrak~~ in the Infinite Campus Parent Portal ~~Skyward Family Access~~. Please always include your child's name with the payment to insure your payment is credited to the correct family account. Any balance remaining in your family's food service account will carry over to the next school year.

Low Balance Notification

Families are notified of food service account balances when they are either low or have a negative balance through Parent Square. Students must have a positive lunch balance to purchase ala carte items. ~~Notifications may be through emails, or with permission from the user, text messages.~~

~~Letters are sent each week to families who have over $25 negative balance. Parents/guardians will be notified by email and/or personal phone call if payment or payment plan is not received. If payment is still not received, the food service supervisor will notify the parents/guardians by letter, phone call and email with a date the lunch account will be frozen and to send cold lunches with their student. Principals will let students know and/or contact parents/guardians of when the lunch account will be frozen as well.~~

Unpaid Meal Charges

Parents/guardians are expected to maintain a positive balance for their food service account. Parents/guardians who indicate that their financial situation prevents them from maintaining a positive food service account balance are strongly encouraged to complete and submit the Free and Reduced Price School Meal Application in accordance with Federal regulations.

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).

The food service department will work with families to repay unpaid balances. We will set up individual payment plans and use strategies to keep student accounts open. Strategies include, but are not limited to, donation matching funds, meal assistance applications and weekly payment plans. Payments can be made online through Infinite Campus Parent Portal ~~Skyward Family Access~~. Cash and checks are accepted at each school or at the District Office.

If a payment plan is not successful, principals, social workers, head cooks, education assistants, teachers, parents and students will be notified when the school lunch account has been frozen before the student enters the lunch line. If the student does not bring lunch from home, an alternate lunch will be provided. The alternate lunch is an option that other students receive. This alternate lunch will not be charged to the parent/guardian or claimed for reimbursement, but paid by the donation account.

In accordance with USDA regulations, children receiving free meal benefits cannot be denied a meal for any reason, including failure to maintain their family lunch account in a positive status. This does not include ala carte or extra milk, which can and will be denied.

The Business Director may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts. The charges for filing claims with small claims or collection agencies will be added to the unpaid debt due the District.

Unpaid meal charges will remain in the student's account from year to year until they graduate. Students/families are required to pay off unpaid meal charges before the graduation ceremony. Any unpaid meal charges that are bad debt will be restored to the foodservice fund by non-federal sources in accordance with National School Lunch regulations 2 CFR Part 200, Subpart E.

Refunding Excess Funds

Upon graduation or leaving the district, a ~~A~~ ny remaining funds in a student's meal account must be refunded to the household unless the funds can be transferred to a sibling or a paid household has chosen to donate those funds to the school food service account. When attempts to contact the household have been unsuccessful, funds must be reported to the Wisconsin Department of Revenue as unclaimed property. Account funds remaining for a student eligible for free or reduced-price meals cannot be donated and must be reported as unclaimed property.

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.

This institution is an equal opportunity provider.

Revised 11/25/19
Revised 4/26/21
Revised 4/23/22
Revised 12/12/22
Revised 10/23/23
Revised 1/27/25

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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 ~~S~~

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8500.01

Vol. 35, No. 2 - July 2026 New POLICY AND PROCESS FOR RECEIVING AND PROCESSING COMPLAINTS ALLEGING CIVIL RIGHTS DISCRIMINATION (INCLUDING WISCONSIN PROTECTED CLASSES) IN THE U.S. DEPARTMENT OF AGRICULTURE (USDA) CHILD NUTRITION PROGRAMS

New Policy - Vol. 35, No. 2

8500.01 - **POLICY AND PROCESS FOR RECEIVING AND PROCESSING COMPLAINTS ALLEGING CIVIL RIGHTS DISCRIMINATION (INCLUDING WISCONSIN PROTECTED CLASSES) IN THE U.S. DEPARTMENT OF AGRICULTURE (USDA) CHILD NUTRITION PROGRAMS**

Federal law prohibits discrimination on the basis of these protected classes: race, color, national origin, sex (including gender identity and sexual orientation), disability, and age. Any person alleging discrimination based on a protected class has the right to file a complaint within 180 days of the alleged discriminatory action. Complaints can be accepted verbally, in writing, anonymously, and from third party representatives.

Upon receipt of a complaint, the receiver of the complaint at the school/district should immediately:

A. Contact the School Food Authority (SFA) USDA Child Nutrition Programs Civil Rights Coordinator, listed above.

B. The recipient of the complaint and/or SFA Civil Rights Coordinator must provide the individual with the information necessary to file a complaint and not impede the individual’s right to file.

C. After explaining the complaint process, the recipient of the complaint and/or SFA Civil Rights Coordinator may try to resolve the situation in real time. Remember to advise the complainant of their right to file the complaint at the federal level if they wish to do so.

D. Document the complaint:

1. Utilize the USDA Program Discrimination Complaint Form (Spanish) or make an effort to obtain all of the following information:

    a. Name, address, and phone number of complainant,

    b. Specific name and location of entity delivering the benefit or service,

    c. The nature of the incident, action, or method of administration that led the complainant to feel discriminated against,

    d. The basis on which the complainant feels discriminated (race, color, national origin, sex, etc.),

    e. The names, titles, business addresses, and phone numbers of persons who may have knowledge of the discriminatory action,

    f. The date(s) during which the alleged discriminatory actions occurred, or if continuing, the duration of such actions.

2. Either the complainant, the receiver of the complaint, or the SFA Civil Rights Coordinator, should document the complaint. If a complainant makes the allegations verbally or refuses to place such allegations in writing, the person to whom the allegations are made must write up the elements of the complaint.

E. All verbal, written, or anonymous complaints received by the SFA must be forwarded to the Wisconsin Department of Public Instruction, Bureau of School Nutrition Director **within five days** of receiving the complaint.

Wisconsin Department of Public Instruction (DPI)

Mail: Director, Bureau of School Nutrition
P.O. Box 7841
Madison, WI 53707
Email: jessica.sharkus@dpi.wi.gov

WI DPI will forward the complaint to the USDA Midwest Regional Office for processing.

F. All Civil Rights complaints received must be tracked on a Civil Rights complaint log. This log should be maintained in a confidential manner and only available to SFA staff members who have a legitimate need to know. A Civil Rights Complaint Log Template is available on the Bureau of School Nutrition civil rights webpage.

USDA Non-Discrimination Statement

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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:

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2. Fax:

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

3. Email:

   program.intake@usda.gov

This institution is an equal opportunity provider.

Wisconsin Protected Classes

Wisconsin state law prohibits discrimination on the basis of the federal protected classes, but also includes pregnancy, marital status, parental status, sexual orientation, religion,

creed, and ancestry.

Any complaints received alleging civil rights discrimination specifically for the Wisconsin state protected classes should follow the same procedures above.

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35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8510

Vol. 35, No. 2 - July 2026 Revised WELLNESS

ADOPTED Nov 1, 2022 · REVISED Oct 27, 2025

8510 - **WELLNESS**

As required by law, the Board for the DeForest Area School District establishes the following wellness policy.

Policy Preamble

The District 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.

Students ~~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/guardians and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The District 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

The designated official for oversight of the wellness policy is Food Service Manager and Business Services Manager ~~Supervisor~~. The official shall convene the Wellness Committee and lead the review, updating, and evaluation of the policy.

Required Public Involvement

~~The Superintendent 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.~~

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:

1. administrators;
2. Board members;
3. classroom teacher(s);
4. physical education teacher(s);
5. school food authority;
6. school nurse(s);

7. community member/parent(s);

8. student(s);

9. medical/health care professional(s);

10. ~~nutrition and/or health education teacher(s);~~ ~~(·)~~

11. ~~(·)~~ ~~school counselor(s);~~

12. ~~(·)~~ ~~local business representatives(s);~~

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

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)

B. Drinking water is available for students during mealtimes.

C. All schools in the District participate in USDA child nutrition programs, including NSLP, SBP, SMP.

D. All meals are accessible to all students.

E. Withholding food as a punishment shall be strictly prohibited.

F. All meals are appealing and attractive and served in clean and pleasant settings.

G. When drinking fountains are not present in the cafeteria, water cups/jugs are available.

H. Students are provided at least ten (10) minutes to eat breakfast and at least twenty (20) to eat lunch. ~~after being seated.~~

I. All school campuses are "closed" meaning that students are not permitted to leave the school grounds during the school day.

J. Lunch shall be scheduled following recess for elementary students, whenever feasible.

K. Lunch shall be served as near the middle of the school day as possible.

L. Menus shall be posted on the District website and will include nutrient content.

M. Menus shall be created/reviewed by a Registered Dietitian or other certified nutrition professional.

N. 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.

School Meal Program Participation

The District:

A. shall notify parents/guardians of the availability of the breakfast, lunch, and summer food programs and shall be encouraged to determine eligibility for reduced or free meals;

B. shall allow students the opportunity to provide input on menu items.

Standards for Foods and Beverages Sold Outside of School Meals

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

Foods Offered/Provided but Not Sold

A. ~~All foods offered during the school day (school day is defined as the time between the bell at the start and the bell at the end of the school day) shall meet or exceed the USDA Smart Snacks in School nutrition standards.~~ All food and beverages sold ~~and served~~ outside of the school meal programs ("competitive" foods and beverages), between midnight and thirty (30) minutes after the end of the instructional school day, 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. Schools will limit celebrations that involve food during the school day. Sharing of food presents the possibility of allergic reactions and the introduction of foods and unwanted calories that some families may not wish to have. If celebrations include snacks (Wellness Runs, Field Days, etc.), food and beverages will meet the Smart Snack criteria listed previously and be inclusive to all students with allergies.

C. Food rewards or incentives shall not be used in classrooms to encourage student achievement or desirable behavior.

D. Foods and beverages offered to students as part of classroom lesson plans that support curriculum should make a positive contribution to children's diets and health. Classrooms are encouraged to coordinate with the Food and Nutrition Services Department to integrate classroom instruction into cafeteria promotions, menus, and for assistance with foods for classroom use.

Fundraising

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 thirty (30) minutes after the end of the instructional school day. ~~outside of the school day.~~

Wellness Promotion and Marketing

Staff are encouraged to participate in staff wellness events and model healthy behaviors for students. Healthy food options will be comparably priced for ala carte to encourage consumption of fruit, vegetables, whole grains, and milk. Taste tests and posters will be used to promote healthy choices. Schools will restrict food and beverage marketing during the school day to only those foods and beverages that meet the nutrition standards set forth by USDA's nutrition standards for all food sold in schools (Smart Snack rule).

Nutrition Education

A. The primary goal of nutrition education is to influence students' lifelong eating behaviors. 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.

B. 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.

C. 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.

D. Nutrition education will provide the knowledge and skills necessary to promote health.

Nutrition Promotion

A. 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. The District shall offer students the ability to participate in culinary activities, such as cooking clubs.

Physical Activity

A. The District shall provide students with age and grade-appropriate opportunities to engage in physical activity.

B. Physical activity during the school day shall not be withheld as punishment. 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.

C. Physical activity and movement shall be integrated, when possible, across the curricula and throughout the school day.

D. All students in elementary school shall be provided with a daily recess period at least thirty (30) minutes in duration. Recess shall not be used as a reward or punishment, but may be used for reteaching student expectations.

E. The school shall encourage families and community organizations to help develop and institute programs that support physical activity of all sorts.

F. 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.

Physical Education

A. 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. Planned instruction in physical education shall promote participation in physical activity outside the regular school day.

E. The physical education curriculum shall provide sequential instruction related to the knowledge, attitudes, and skills necessary to participate in lifelong, health-enhancing physical activity.

F. 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.

G. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.

H. 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.

I. All physical education classes are taught by licensed teachers who are certified to teach physical education.

J. Physical education staff shall receive professional development on a yearly basis.

K. All physical education classes shall have a student/teacher ratio comparable to other encore student/teacher ratios in other encore areas.

L. 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.

M. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.

N. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

O. Planned instruction in physical education shall be presented in an environment free of embarrassment, humiliation, shaming, taunting, bullying, or harassment of any kind.

P. Planned instruction in physical education shall include cooperative as well as competitive games.

Q. Planned instruction in physical education shall take into account gender and cultural differences.

Other Activities That Promote School Wellness

Students, parents/guardians, 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.

Staff Wellness

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

A. Application of Smart Snacks nutritional standards for foods and beverages in vending machines available to staff members.

B. Educational activities for school staff members on healthy lifestyle behaviors.

C. Establishment of resources like Employee Assistance Program (EAP).

D. Administration of flu shots at school.

E. Annual administration of individual health-risk appraisals to help staff members establish personal health-improvement goals.

Community Engagement

A. The District shall inform and invite parents/guardians to participate in school-sponsored activities throughout the year.

B. The District shall provide information on how the public can participate in the school wellness committee on an annual basis.

Additional Strategies for Consideration:

The schools may use environmentally friendly practices, such as the use of locally grown foods and non-disposable tableware and dishes.

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

A. ~~In accordance with Policy 8500 - Food Service, 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).~~

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 :~~

Monitoring and Evaluation - Triennial Assessment

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.

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 Superintendent shall be responsible for informing the public, including parents/guardians, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year to families of school children, and post the wellness policy on the District's website, including the assessment of the implementation of the policy prepared by the District.

Record Retention

The Superintendent shall require that the District retains documentation pertaining to the development, review, evaluation, and update of the policy, including:

A. copy of the current policy;

B. documentation pertaining to the most recent assessment of implementation of wellness initiatives identified in the policy;

C. documentation of efforts to publicize the policy.

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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Revised 5/22/23

Revised 7/1/24

Revised 1/27/25

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Legal
42 U.S.C. 1751 et seq.
42 U.S.C. 1771 et seq.

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8531

Vol. 35, No. 2 - July 2026 FREE AND REDUCED-PRICE MEALS

ADOPTED Jul 1, 2019 · REVISED Oct 27, 2025

8531 - **FREE AND REDUCED PRICE MEALS**

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

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

Children, eligible for free or reduced-price meals, shall be determined by the criteria established by the USDA 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 District designates the Food and Nutrition Service Manager ~~Supervisor~~ to determine in accordance with District 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.

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 -price meals or milk;

B. the District's meal service will not use special tokens or tickets that identify students as receiving free or reduced -price meals ~~mealss~~ 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 ~~or milk 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 -priced meal service benefits.

The Superintendent shall regularly evaluate the free and reduced -priced 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 -priced meals. ~~Any schools identified as CEP eligible shall be notified.~~

Unless exempted by DPI, annually prior to a date established by the Department of Agriculture and/or the DPI, the _ Food Service Manager ~~Supervisor~~ shall notify DPI of any school in the District with an identified student percentage (ISP) of at least twenty- five percent (25%) . ~~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):~~

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Revised 10/23/23
Revised 7/1/24
Revised 1/27/25

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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

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8550

Vol. 35, No. 2 - July 2026 Revised COMPETITIVE FOOD SALES

ADOPTED Jul 1, 2019 · REVISED Oct 27, 2025

8550 - **COMPETITIVE FOOD SALES**

The food-service program will comply with the provisions set forth in the USDA Smart Snack Rule ~~Federal law~~ regarding sale of competitive food, which is all foods and beverages sold to students on the school campus during the school day, other than reimbursable meals.

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 during breakfast and lunch times, 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 District policies and guidelines. Accordingly, all food items and beverages for sale to students for consumption on campus from vending machines, from school stores, or as fundraisers by student clubs and organizations and/or District support organizations shall comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules. Foods that do not comply with the current USDA Dietary Guidelines for Americans and Smart Snack Rules must receive prior approval from the Food and Nutrition Services Manager ~~Supervisor~~. This applies to all food sold before and up to 30 minutes after the school bell rings at the end of the day.

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Title 7 C.F.R. 210.11

35.2 REGULAR UPDATE FOR BOARD/ADMIN APPROVAL

po8600

Vol. 35, No. 2 - July 2026 Revised TRANSPORTATION

ADOPTED Jul 1, 2019 · REVISED Jan 27, 2025

8600 - **TRANSPORTATION**

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

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services for the transportation of resident students between their home areas and the schools of the District to which they are assigned.

All school buses and student-transportation vehicles, whether purchased, leased, or contracted 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 or through parent transportation contracts.

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

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~~ Wisconsin Act 160 provides express statutory ~~regulatory~~ authority for the use of audio, video, or audiovisual surveillance on school buses.]

The District authorizes the Superintendent to install and operate video and audio surveillance on District buses to enhance student safety and well-being.

~~bn note: you don't have this part, you may want the posting language..~~ .The ~~It is strongly recommended that the~~ District shall provide notification to students and parents regarding this policy permitting video ~~(~~) ~~-~~ and audio ~~[END OF OPTION]~~ ~~-~~ surveillance on District buses, and shall clearly post notice of such surveillance on the interior of the bus. Recordings pursuant to this policy shall remain confidential except for use by school officials or law enforcement for investigations, school discipline, or criminal prosecutions. ~~End BN Note~~ ~~E~~

The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy should be made promptly after the event/incident in order to assure its availability. Delayed inquiries may not be available depending on current retention capabilities. If action is taken by the Board/Administration, as a result of a formal complaint or incident, recordings, if available, shall be kept consistent with the Board's record retention policy.

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 District as required by 121.52, Wis. Stats.

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

Revised 5/22/23

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347.446, 120.13(27m), 121.52, 121.53, 121.54 et seq., 121.555(1)(a) Wis. Stats.
Wis. Admin. Code Trans 300.81