

*The mission of the Boyceville Community School District, as a partner with family and community, is to provide a high quality education in which students gain respect for themselves, others, and their surrounding and develop a desire for excellence while learning the skills to become contributing members of a global society.*

BOYCEVILLE COMMUNITY SCHOOL DISTRICT  
Board of Education Regular Meeting  
Wednesday, October 22, 2025 - 5:00 PM  
Middle/High School IMC  
1003 Tiffany Street  
Boyceville, Wisconsin 54725

Agenda items may change up to 24 hours prior to the start of the meeting. Please check our web page for the most current agenda - [www.boyceville.k12.wi.us](http://www.boyceville.k12.wi.us).

The regular Board meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated on the agenda.

1. Call to Order
2. Roll Call of Attendance
3. Approval of Agenda
4. Approval of Board Minutes from the September 17 Regular Board Meeting, the October 8 Work Session & Special Meeting, and the October 8 Budget Hearing and Annual Meeting. 3
5. Visitor's Welcome & Comments
6. **Information & Discussion Items:**
  - a. Food Service and Transportation Directors' Reports
  - b. Principal's & Special Education Director's Reports: Staff and Student Recognitions and Accomplishments; Recent and Upcoming Events/Activities in the Schools 10
  - c. Superintendent's Report: Referendum Updates; School Board Reminders; Recent and Upcoming Events/Activities in the District 17
  - d. Monthly Budget Update 18
7. **Action Items**
  - a. Treasurer's Report: Act on Approval of Receipts, Bills, and Payments for September 2025 19
  - b. Act on the Final Approval of the 2025-2026 Budget 29
  - c. Set the 2025-2026 Levy for Funds 10, 30, and 80 43
  - d. Act on the Recommendation of Skyward as our Student Information System and Special Education Records Vendor, Streamlining Operations and Reporting Requirements Across all District Platforms.

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| e. Act on the Second Reading of the Proposed NEOLA Board Policy Updates   | 44  |
| f. Act on the Spring 2026 Semester of Start College Now and Early College Credit Applications   | 122 |
| g. Act on the Approval of the School Safety Drill Documentation   | 129 |
| h. Grants/Donations:  |     |
| • Accept a \$3,500 Donation from George Christianson from the 2025 AlfaFest Proceeds to be Used for Student Needs   |     |
| • Accept a \$300 Donation from Peace Lutheran Church for TCE Students in Need   |     |
| • Accept a \$435 Donation from WestCap for our District's Food Service Angel Fund   |     |
| • Accept a \$500 Appreciation Gift from the Boyceville Firefighters Association to the Class of 2026 for Their Help with Community Events   |     |
| 8. Adjournment to closed session under Wis. Statutes 19.85 (1)(c) for the purpose of discussing employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to discuss extra and co-curricular positions and compensation. |     |
| 9. Reconvene in open session for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session.   |     |
| 10. Adjournment   |     |

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
Boyceville Middle/High School IMC  
Wednesday, September 17, 2025**

**Minutes Report**

The Board of Education of the Boyceville Community School District met in Regular Session on Wednesday, September 17, 2025, at 5:02 p.m. in the Boyceville Middle/High School IMC.

Board members present: Amber Carlsrud, Stacy Fetzer, Sharon Formoe, Ben Mrdutt, and Jessie Olson

Others present: Superintendent Nick Kaiser, Alesha Kersten, Emmaly Monfort, Becky Hanestad, Patrick Gretzlock, Monica Miranda, New Staff – Ashley Wagner, Morgan Andrews, Stephanie Crowe, Sue Guenard, Brittane Despres, Kysa Deitz, Madison Kurey, Ashley Larson, Buildings and Grounds Director Derrick Retz, Athletic Director Brian Roemhild, and Rene Bettendorf from the Tribune Press Reporter.

Motion by Ben Mrdutt to approve the agenda as presented, moving line item *6.g. Athletic Director's Report* after *6.a. New Staff Introductions and Welcome*. Seconded by Sharon Formoe. Motion carried.

Motion by Ben Mrdutt to approve the Board of Education Minutes of August 20 and September 3, 2025, meetings as presented. Seconded by Stacy Fetzer. Motion carried.

**Visitor's Welcome & Comments**

President Amber Carlsrud welcomed those in attendance. No comments from the audience were made.

**Information & Discussion Items**

Introduction of New Staff – New staff members were introduced to the Board – Ashley Wagner (School Psychologist), Morgan Andrews (MS Special Education Para), Stephanie Crowe (TCE Art Teacher), Sue Guenard (MS/HS Reading Interventionist), Brittane Despres (Occupational Therapist), Kysa Deitz (Speech & Language Pathologist), Madison Kurey (TCE Special Education Teacher), and Ashley Larson (TCE Special Education Teacher)

Athletic Director's Report – Brian Roemhild reviewed his written presentation of fall participation numbers, trends, and athletic highlights to the Board.

High School

Football – 41 Athletes  
Cross Country – 16 Athletes  
Volleyball – 28 Athletes  
Fall Dance – 8 Athletes  
Fall Cheerleading – 14 Athletes

Middle School

Football – 24 Athletes  
Cross Country – 14 Athletes  
Volleyball – 16 Athletes

Buildings, Grounds, & Maintenance Director's Report – Derrick Retz presented to the Board information including summer work completed, new equipment purchased and the cost savings

to the district as a result of the new equipment, current costs and procedures for flooring upkeep and maintenance with our existing flooring, and future equipment needs.

Principal's & Pupil Services Director's Reports – Principal Gretzlock and Pupil Services Director Rebecca Hanestad reviewed their written reports on staff and student recognitions and accomplishments; and recent and upcoming activities in the schools. In addition, Mr. Gretzlock and the Board discussed scheduling and the music mandate. The Board also inquired about the new Reading Intervention position. Mr. Gretzlock and Mrs. Hanestad both elaborated on how beneficial it is to have the additional, focused support for our students and that Mrs. Guenard is doing a phenomenal job for our district.

#### Superintendent's Report – Mr. Nick Kaiser

- We welcomed back our students during our first transition day on August 25. The students and staff have been doing a great job getting settled in.
- All staff participated in trainings on Child Maltreatment, Bloodborne Pathogens, and School Safety.
- New Staff were welcomed into our District with welcome baskets and Boyceville gear.
- Staff in-service will be on September 29. Work is being planned for the areas of mental health, curriculum, and standards.
- Events are continuing to be livestreamed this year with our new HUDL system. We are still learning all of the capabilities of this program.
- Some Phase 1 referendum work is near completion including roofing, elevator work, window replacement, and office furniture installation. Planning for Phase 2 continues.

Proposed Music Program Trip – Mr. Gretzlock shared with the Board the music department's interest in planning a trip to Washington DC in May. He asked for Board support with moving forward with the proposed music trip to determine student interest. The Board looks forward to more information to come at a later date.

NEOLA Policy Updates – The Board held the first reading of the proposed NEOLA policy updates. All recommended updates were reviewed. There was further discussion on Policy 3281 – Personal Property of Staff Members. President Carlsrud inquired about inventory and updating our process.

Monthly Budget Update – District Financial Accountant Emmaly Monfort updated the Board on the budget. As of the end of August, total referendum funds expended total \$6.37 million. This includes electrical, lighting, HVAC, Masonry, and Clevertouch boards installation. Interest and investment interest earned in August totaled \$119,000. The general fund is looking promising for having a balanced budget pending the actual general aid certification which will be release on October 15<sup>th</sup>.

#### Action Items

Treasurer's Report – Motion by Sharon Formoe to approve check numbers 1453-1455, 16367-16376, 83573-83612, 835616-83662, 83676-83737, and the ACH Payments made by PMA as presented totaling \$483,394.54 from the General Fund and \$1,166,396.37 from the Referendum Fund. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

2026-2027 Early Start Exemption - Motion by Sharon Formoe to request a waiver for an early

start exemption for the 2026-2027 school year due to construction from the passage of the April 2024 referendum. Seconded by Stacy Fetzer. All voted in favor. Motion carried.

Out-of-State/Overnight Field Trips – Motion by Ben Mrdutt to approve the first semester out-of-state and overnight field trips as presented to the Board. Date/Time schedule changes to these trips do not require re-approval from the Board. Seconded by Sharon Formoe. All voted in favor. Motion carried.

Grants/Donations – Motion by Stacy Fetzer to accept a donation of \$300 from the Knights of Columbus to be used for student needs. Seconded by Ben Mrdutt. Motion carried.

Adjournment to closed session under Wis. Statutes 19.85 (1)(c) for the purpose of discussing employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to discuss resignations, new hires, and 2025-2026 staffing and compensation.

Motion by Sharon Formoe to adjourn to closed session. Seconded by Stacy Fetzer. All voted in favor. The meeting adjourned to closed session at 6:55 p.m.

The meeting reconvened in open session at 9:15 p.m. for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session.

Personnel

Motion by Ben Mrdutt to accept the resignation of Mary Larson as an elementary paraprofessional. Seconded by Jessie Olson. Motion carried.

Motion by Sharon Formoe to approve the hiring recommendation of Laura Ulrich as a food service worker. Seconded by Ben Mrdutt. Motion carried.

Motion by Sharon Formoe to adjourn the meeting. Seconded by Ben Mrdutt. All voted in favor. Motion carried. The meeting adjourned at 9:17 p.m.

Respectfully submitted  
by Alesha Kersten for

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Stacy Fetzer, School Board Clerk

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION WORK SESSION  
Boyceville Middle/High School IMC  
Wednesday, October 8, 2025**

The Board of Education of the Boyceville Community School District met for a Work Session and Special Meeting on Wednesday, October 8, 2025, at 5:00 p.m. in the Boyceville Middle/High School IMC.

Board Members Present: Amber Carlsrud, Stacy Fetzer, Sharon Formoe, Ben Mrdutt, and Jessie Olson

Others Present: District Administrator Nick Kaiser, Alesha Kersten, and Rebecca Hanestad

Motion by Sharon Formoe to approve the agenda as presented. Seconded by Ben Mrdutt. Motion carried.

## **WORK SESSION**

### Discussion Items

#### **2025-2026 Pillars/Focus Review**

Mr. Kaiser reviewed actions the district has recently taken towards the 2025-2026 Pillars/Focus goals:

Communications – Governor Tony Evers visited TCE

Student Health and Safety – Staff yoga, Trauma sensitive training for staff in November

Technology – In person and virtual Clevertouch training for substitute teachers, IXL training for teachers, Three/Four additional students began virtual school with the Edmentum program.

#### **Prepare Questions, Topics, and Highlights for Upcoming Directors' Reports**

The Board prepared discussion items for the food service director and transportation coordinator to present to the Board during the October 22 Board of Education meeting. Specifically, department goals, program support, overview of duties, as well as department specific items.

#### **Skyward Software Upgrade and Integration**

As part of our referendum technology upgrades, Mr. Kaiser recommended moving our student information systems, food service, and special education records to Skyward from various vendors. This allows all district student, human resources, and finance records to be housed by one vendor which will offer a more seamless transfer of data for state reporting. The Board will vote to approve the vendor on the October 22, 2025, Board meeting.

#### **Social Media Lawsuit Next Steps**

Mr. Kaiser gave an overview to the new Board members on the social media class action lawsuit regarding the effects social media has on our students.

### **TCE Gym Floor Options**

The Board reviewed gym flooring product samples. Mr. Kaiser will request a quote from Tarkett Sports.

Motion by Sharon Formoe to adjourn to closed session under Wis. Statutes 19.85 (1)(c) for the purpose of discussing employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to discuss personnel new hires and co-curricular and extracurricular positions. Seconded by Stacy Fetzer. Roll Call: Carlsrud-Yes, Fetzer-Yes, Formoe-Yes, Mrdutt-Yes, Olson-Yes. Meeting adjourned to closed session at 5:29 p.m.

The meeting reconvened in open session at 5:54 p.m. for the purpose of taking action as deemed necessary or appropriate on any matter discussed or deliberated upon in closed session.

Motion by Stacy Fetzer to approve the hiring recommendation of Erika Cormican as a part-time elementary paraprofessional. Seconded by Ben Mrdutt. Motion carried.

Motion by Sharon Formoe to approve the hiring recommendation of Devonte Wallace as a part-time, school year custodian. Seconded by Ben Mrdutt. Motion carried.

Motion by Ben Mrdutt to adjourn the meeting. Seconded by Sharon Formoe. The meeting adjourned at 5:57p.m.

Respectfully submitted by  
Alesha Kersten for

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Stacy Fetzer, School Board Clerk

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT**  
**Budget Hearing & District Annual Meeting**  
**Middle/High School Media Center**  
**Wednesday, October 8, 2025 - 6:00 p.m.**

President Carlsrud called the Budget Hearing to order at 6:05 p.m.

District Residents Present: Nick Kaiser, Amber Carlsrud, Sharon Formoe, Stacy Fetzer, Ben Mrdutt, Jessie Olson, Alesha Kersten, and Emmaly Monfort

Others Present: Rene Bettendorf of the Tribune Press Reporter, and April Stoveren

Mr. Kaiser gave an overview of the budget report for 2024-2025 and the proposed budget for 2025-2026 as follows:

2024-2025

- Fund balances for fiscal year ending 06/30/2025 were:
  - Fund 10 - General Fund - \$3,223,526.46
  - Fund 50 - Food Service - \$66,120.37
  - Fund 80 - Community Education - \$317,058.90

2025-2026

- The projected indebtedness for the District will decrease to \$17,612,891 at the end of this fiscal year.
- For the 2025-2026 budget year, we are projecting a balanced budget with \$10,351,192 in both revenue and expenses.
- The October 1 Department of Revenue Equalized Value is \$611,859,189.
- The projected amount of General Aid used in the 2025-2026 budget is \$5,914,984.
- The final 2025-2026 budget and levy will be set at the October 22, 2025, regular board meeting

Motion by Stacy Fetzer to adjourn the Budget Hearing. Seconded by Sharon Formoe. All voted in favor. Motion carried. The Budget Hearing adjourned at 6:15 p.m.

President Carlsrud called the Annual District Meeting to order at 6:15 p.m.

A nomination was made by Sharon Formoe to appoint Amber Carlsrud as the Chairperson for the District Annual Meeting. Second by Nick Kaiser. No other nominations made. Motion passed.

District Report – Mr. Nick Kaiser

- Wisconsin School Board Week is this week – October 5-11. Mr. Kaiser thanked the Board for their dedication to the students, the staff, and to the district.
- Mr. Kaiser also thanked the district stakeholders for their support of our referendum. We are working hard to plan and accomplish this task over the next couple of years.
- The highlight of our District are the people involved in educating and serving our student who continue to put the emphasis on academics and student well-being.
- We will continue to focus on:
  - School safety & health of students and staff
  - Student achievement and growth
  - Attracting and retaining both our professional and support staff
  - Student and staff well-being
  - Student enrollment
  - Facility improvements

Treasurer's Report – Motion by Sharon Formoe to approve the Treasurer's Report as presented during the budget hearing. Seconded by Ben Mrdutt. All voted in favor. Motion carried.

Motion by Sharon Formoe to authorize the School Board to borrow funds, if necessary, for the operation for the operation of the 2025-2026 school year. Second by Jessie Olson. All voted in favor. Motion carried.

Motion by Ben Mrdutt to authorize the school to sell and dispose of excess and obsolete school property not needed by the school district in accordance with Wisconsin Statute 120.10 (12). Second by Sharon Formoe. All voted in favor. Motion carried.

Motion by Sharon Formoe to authorize the School Board to lease school sites, buildings, and equipment not needed for school purposes to any person for any lawful use at a reasonable rental fee (in accordance with Policy 6330). Second by Nick Kaiser. All voted in favor. Motion carried.

Motion by Sharon Formoe to authorize the Board of Education to levy the amount needed to operate the District but not to exceed the allowable levy limit for operating costs and debt service, and assessed against all taxable property of the Boyceville Community School District. Second by Ben Mrdutt. All voted in favor. Motion carried.

Motion by Nick Kaiser to approve the School Board member salaries as presented. Second by Alesha Kersten. All voted in favor. Motion carried.

Chair: \$2,150	Vice-President: \$1,600
Clerk: \$1,750	Board Member: \$1,600
Treasurer: \$1,750	

When board members travel outside of the school district on School Board business, they would be reimbursed for actual mileage, meals and other necessary expenses. When School Board members are conducting business outside of the district, they would also receive a per diem of \$100 for a full day or \$50 for a half day.

Motion by Stacy Fetzer to authorize, when needed, an independent Hearing Officer from the Weld Riley Law Firm. Second by Sharon Formoe. All voted in favor. Motion carried.

Motion by Ben Mrdutt to authorize the Board to defend or prosecute any action in which the District is implicated, and to hire the proper personnel for such action. Second by Stacy Fetzer. All voted in favor. Motion carried.

Motion by Sharon Formoe to approve Peoples State Bank, Local Government Insurance Pool, and Wisconsin Investment Series Cooperative as our public depositories. Second by Nick Kaiser. All voted in favor. Motion carried.

Motion by Ben Mrdutt to allow the Boyceville Community School Board to set the date and time of the 2026 Annual Meeting. Second by Nick Kaiser. All voted in favor. Motion carried.

Motion by Stacy Fetzer to adjourn. Second by Sharon Formoe. All voted in favor. Motion carried. The Annual Meeting adjourned at 6:28 p.m.

Respectfully submitted  
by Alesha Kersten for

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Stacy Fetzer, School Board Clerk



## Board Report for October, 2025 ~ aligned to Focus/Pillars

**Climate/Culture Goal:** *To foster and promote a positive, inclusive, and safe school climate that supports the social emotional development, well bring, and academic success of all students.*

- Governor Evers visit: *Tiffany Creek 4th graders make an annual trip to Madison as a part of their year long study of the state of Wisconsin. This year, a bit of Madison came to us! TCE had the distinct honor of welcoming Governor Tony Evers on Wednesday, October 8th. During his visit, the Governor engaged with students and staff in a variety of classroom settings. He answered thoughtful questions from Mrs. Starrett's 2nd grade class, joined a lively social studies discussion about regions in Mrs. Olson's room, and observed chemical reactions in Mrs. Bird's science lab. Governor Evers expressed how impressed he was with the students' enthusiasm and engagement, taking the time to speak with them about their learning experiences. His visit was a memorable and inspiring opportunity for our school community to showcase the incredible work happening every day at Tiffany Creek.*

### [News Broadcast](#)

- Scholastic Book Fair during conferences/Book Trust Program October order \$12 worth of books 3xyear
- Veteran's Day Program November 11 [Veteran's Day School Wide Letter](#)
- Halloween Parade October 31 @ 2:55pm in TCE gym
- Little Bulldogs playgroup October 29 @ 10:30-12:00

**Facilities Goal:** *To provide a safe, healthy, accessible and sustainable learning environment for our students - one that reflects the district's commitment to excellence and attracts families seeking a high-quality education for their children.*

- Met with Keith for office furniture and Kyle for conference room/classrooms and other learning spaces. Moving forward with "look books"

**Curriculum and Instruction Goal:** *To provide a rigorous, engaging, and inclusive curriculum that fosters academic excellence, creativity, critical thinking, and a lifelong love of learning for all students.*

- Fall Screeners Complete (data driven decision making)
- Assessment Project: (1st of 3 in the series/working with Andrea Thompson and Theresa Stanley. **Oct. 16 and 17 Classroom Assessments & Data Analysis** Team consists of primary/upper grade/intervention/SPED/administration (professional growth)
- Accelerated Learner Opportunities ~ The Creative Lens: Exploring the Art of Photography with Mrs. Crowe 4 students will accompany Mrs. Crowe to Cesa for 2

workshop dates. These students are in her Bulldog Time group and are working on media formats. This is a perfect extension and opportunity for these fifth graders. (engaging and relevant learning/technology integration)

- Data Meetings November 20, 21. Becky and I are currently working on the smart forms and meeting agendas. (data driven decision making)
- Best Practices in Fluency Instruction ~ 3rd grade team is going to provide ELA committee with the information from this workshop. (professional growth aligned with building goal and SLOs)

**Student Health and Safety Goal:** *To provide a safe, healthy, and supportive school environment that promotes the physical, emotional, and social well-being of all students.*

- Many absences due to HFM
- Lockdown and Evacuation Drill/Fire Drill (physical safety)
- Dental Clinic
- Flu Shot Clinic
- CPI training during Nov inservice

**Technology Goal:** *To integrate technology effectively into teaching and learning to enhance student engagement, creativity, collaboration, and digital literacy in a safe and responsible manner.*

**Communication Goal:** *To foster open, transparent, and effective communication among students, families, staff, and the community to build trust, strengthen relationships, and support student success.*

- Personal Reading Plans~ copy sent home and a copy to be signed at PT conferences
- PT Conferences~ Student/Caregiver/Teacher compacts
- Bus Driver communication is going well. I receive emails and texts with write ups that I am able to complete and attach to impact forms. (9 in past month)

Respectfully submitted by Shannon Bignell ~ Tiffany Creek Elementary Interim Principal

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#### **BOYCEVILLE COMMUNITY SCHOOL DISTRICT MISSION STATEMENT**

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## **Boyceville High/Middle School Principal's Report October 22, 2025**

**Submitted: Friday, October 17, 2025**

### **Facilities**

We continue to deal with the hiccups associated with our building project in hopes of being better for it once it has been completed. Since our last meeting in September, the HS/MS Office has moved one step closer to its final destination as casework has been installed at both workstations as well as in the "work area" to the rear of the space. We are currently working on securing proposals for completion of our HS/MS Conference Room (across from the principals office) that will allow this space to be multi-functional. In addition, we have met with a vendor about updating our staff work room - working to optimize the space, making it more conducive to working and prepping for our teaching staff.

Doors continue to be the ongoing project, providing challenges as there have been repeated issues with the installation process. Tru-Lock has continued their efforts to ensure that we are ready to implement our new fob system and some "new" fobs have been shared with staff already. We continue to look forward to the completed product and appreciate the changes that are being made in an effort to create a more conducive and inviting learning environment for our students.

### **Climate/Culture**

We have hosted a number of events that were designed to elevate our culture and further solidify the community that exists here at BHS/BMS. We held our first monthly celebration with middle school students on Wednesday, October 15, in which we recognized three students who were nominated for the Student of the Month award (Killian Vaughn-Conoboy, Brooklyn Nowobielski and **Zac Tonn**), as well as those students who had perfect attendance for the month - in total 55 middle school students accomplished this feat (34% of our enrollment). Our high school Student of the Month nominees were recognized in a "new" way as we engaged our students during high school lunch - teachers read the nominations of each the students being recognized (Jillian Boesl, **Eleanor Farrell**, Sara Hafermann, Blake Jeske, Shea McGee and Ainsley Roemhild) and I shared the winner with the student body. This process generated more attention and helped us to better recognize our students (when compared to an announcement being shared over the PA system).

We hosted an Academic Distinction event on Wednesday, October 15, as we honored 85 students who had met pre-determined thresholds during the previous year(s). This event which was started nearly twenty years ago has been absent from our school community for more than eight years. Parents and students were invited to attend, the BCSD Food Service provided a light breakfast and BHS staff presented awards. This event was a success in large part due to the efforts of Nancy Pustol who worked to ensure that we honored all those in attendance.

I introduced our middle school population to our Kindness eWall and while we have not made it incredibly public, it has been a success to date. Check it out if you're interested -

[Boyceville High/Middle School Kindness eWall](#)

### **Curriculum & Instruction**

We engaged our staff with Erin Baillargeon from CESA 11, who has been working with us for two academic years regarding our ability to be trauma informed with our school community. This initiative was introduced to our staff last year and we continue the trainings in the pursuit of helping our students understand that their trauma does not need to be debilitating, rather, it needs to be something that we help our students work through in order to help them meet the expectations that exist within our walls - academically, behaviorally and socially. We will engage in these trainings additional times throughout the year - including again during our November inservice. This training helps us better understand the role that we play in the lives of our students and how we can create an environment that encourages change and promotes promise for the future.

Our math department engaged in the first professional development day of the academic year on Monday, October 13, as they connected with Heather Cox of CESA 11. This opportunity led the team to become more acquainted with Carol Dweck's work on Growth Mindset. The day culminated with team members focusing on math teaching practices in the coming months; each member was asked to choose ONE new thing to implement in their classroom in an effort to grow their professional practice. This work will be resumed later in the school year with another visit with Heather.

### **Student Health & Safety**

Our first fire drill of the year was conducted on Tuesday, October 14. This drill not only provides our staff and students to react to what to do in the instance of fire alarms sounding, but it also provides a behind-the-scenes check on our system and its functions - including coordination with law enforcement, our security company (Per Mar), as well as our own systems. These drills are minimally intrusive as they typically are conducted in less than ten minutes.

We continue to move closer to our building having interior fobs to classroom spaces; the conversations that this new system has generated focus on questions about the "end game" and what the finished product will look like. In the meantime, we have a hybrid of new fobs and old fobs circulating to ensure everyone has the access they need on a daily basis.



October Board Report  
Pupil Service Department

## Facilities

- Goal: Ensure all Pupil Services offices and intervention spaces are organized, accessible, and equipped to provide confidential and effective services.

## Climate/Culture

- Goal: By the end of the school year, establish and maintain a regular schedule of structured meetings where staff set agendas, identify needs, and collaborate on strategies that support student success and a positive school climate.
  - Develop a consistent meeting schedule (monthly or bi-monthly) for pupil services collaboration.
  - Use shared agenda templates for transparency and focus.
  - Collect and review meeting feedback to continuously improve processes.

## Celebrations:

## Curriculum and Instruction

- Goal: Increase paraprofessional knowledge, skills, and collaboration to enhance support for students' academic, behavioral, and social-emotional needs.
  - Collect feedback from paraprofessionals to guide future training and collaboration structures.
  - Offer monthly internal/external professional development sessions focused on instructional strategies, behavior supports,

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### Tiffany Creek Elementary

161 East Street Boyceville, WI 54725  
54725  
Phone: 715-643-3647 (DOGS)  
Fax: 715-643-7805

### Middle/High School

1003 Tiffany Street Boyceville, WI  
Phone: 715-643-3647 (DOGS)  
Fax: 715-643-7805

# Boyceville Community School District



Leading Today... Developing Excellence for Tomorrow

and IEP/504 implementation.

-Next meeting on the 20th and 21st to discuss testing supports and how to read IEPs.

- Goal: Empower students to understand their IEP/504 plans and actively participate in communicating their learning needs and accommodations to staff.
    - Collaborate with case managers and classroom teachers to provide structured opportunities for students to self-advocate.
    - Include student voice in progress monitoring discussions to increase ownership and understanding of their plans.
  - Goal: Increase the frequency and effectiveness of coaching observations to strengthen intervention implementation and improve student outcomes.
- Three students have led their IEP meetings at the MS/HS.

## Upcoming events:

- Bulldog Playgroup will be October 29th.

## **Student Health and Safety**

- Goal: Support the school nurse in establishing and implementing building-wide Medical Response Teams to enhance student and staff safety.

## **Technology**

- Goal: Increase access to technology resources for staff to reduce shared-device constraints and improve productivity.

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# Boyceville Community School District



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## Leading Today... Developing Excellence for Tomorrow

- Purchase iPads, licenses, and research and evaluate other technology services or platforms that could improve workflow and productivity.
  - Continue to support technology by providing professional development for staff.
- Purchased 3 Chromebooks and two behavior snap licenses.

### Reflections from Professional Development:

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Respectfully submitted by *Rebecca Hanestad*

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## Superintendent Report October 2025

- Reminder- Regular monthly board meeting in November is scheduled for Wednesday, November 19th at 5:00 pm in the 6-12 IMC.
- Fall sports seasons are wrapping up. I want to thank all of our staff, students and parents for their efforts this fall. CC and FB and VB all have playoffs ambitions!!
- National School Lunch Week was October 13-17. Thank you to all of our food service staff for their work and dedication. National School Bus Safety Week is October 20-24: We want to recognize our bus drivers and our transportation director for their service to the students and this community.
- Veterans Day will be recognized on Tuesday, November 11th. The buildings are working out the details for their programs.
- We are looking at adding a feature to our MS/HS building that will be an interactive look at the history of our school. It's called a wall of fame touch screen that will allow visitors to navigate through information about the district, academics, athletics, community and much more.  
[Bulldogs Hall of Fame](#)
- As we approach the inclement weather season, I want to remind parents of our Inclement Weather School Closing Procedures. The guidelines we use for closing school can be found on our website. They are also printed inside of our 2025-2026 District Calendar of Events.
- We continue work in both buildings on windows and doors around the district. Planning for phase 2 items continue to move forward with items going out to bid soon.

# BOYCEVILLE COMMUNITY SCHOOL DISTRICT

## KEY POINTS & HISTORY – BUDGET ADOPTION 25-26

### Tax Levy:

- Total tax levy (all funds): increase \$199,874 (approximately 5%) from 24-25 to 25-26
- Three-year average total tax levy increase: 5.88%

**Revenue Limit Authority:** The total amount of money we are allowed to raise as a district. Current annual increase of \$325/member each year

Calculation: FTE/membership average of 3 years x Revenue per member + Exemptions

### 24-25 vs 25-26

- \$20,725 increase in Base Revenue calculation + \$243,075 Exemptions = \$263,800 total increase to Revenue Limit Authority

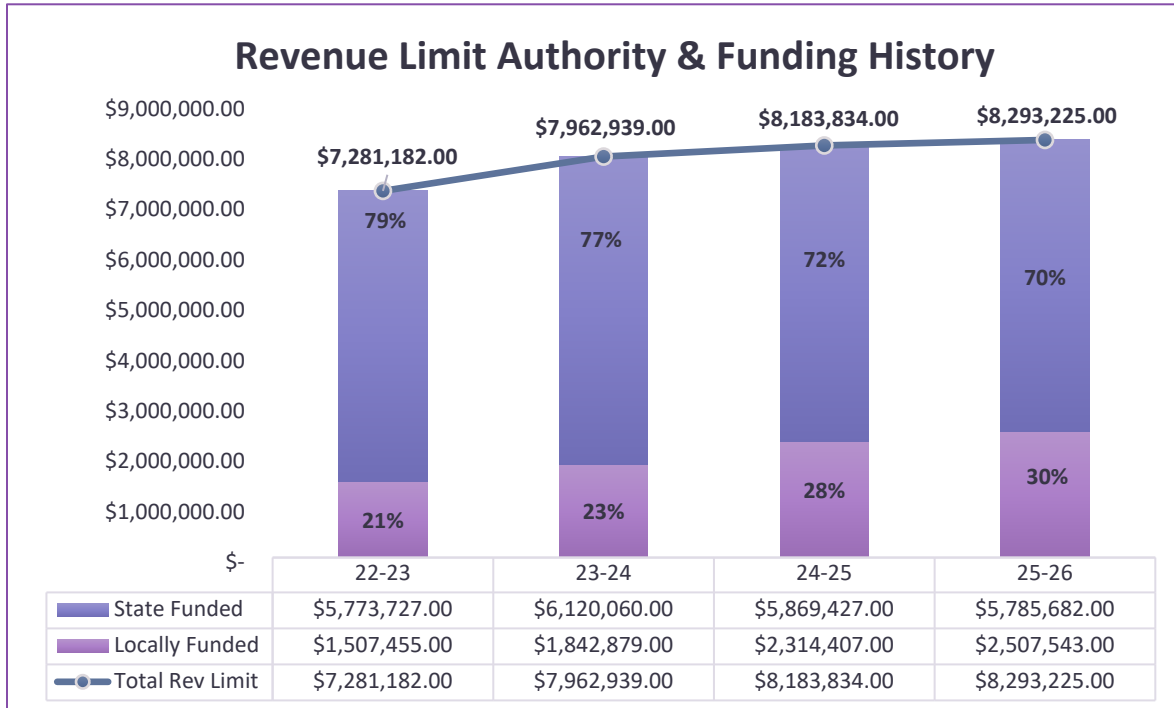
School Year	Base membership (3-yr av)	Revenue/Member	Base Revenue Limit	Exemptions	Total Revenue Limit
23-24	718	\$11,000	7,898,000	64,939	7,962,939
24-25	716	\$11,325	8,029,425	154,409	8,183,834
25-26	691	\$11,650	8,050,150	243,075	8,293,225

Exemptions: Declining Enrollment, Prior Year Open Enrollment, Private School Vouchers – they help raise your Revenue Limit, but are funded by Local Sources

### Funding Sources:

- \$128,024 decrease in State General Equalization Aid

**State General Equalization Aid & Local taxes** are the two main funding sources for Wisconsin Public Schools. **When one decreases, the other increases.**



**We are not alone!** 10/15/25 Equalization Aid Allocations: Of the 421 Schools in Wisconsin, 72% had a decrease, 2% had no change and 26% had an increase. (There were no additional funds allocated to General Aid in the Biennial Budget)

**Boyceville Community School District  
Activity Fund Balances**

ACCOUNT	BALANCE
PBIS	\$1,330.57
Playground	\$404.93
Reading Club	\$1,375.09
TCE Field Trips	\$402.66
TCE Picture Fund	\$922.35
TCE PTO	\$9,847.62
Scholarships/Grants	\$1,575.12
Scholarships/Grants - Knights of Columbus	\$771.15
Scholarships/Grants - Suicide Prevention	\$380.50
Scholarships/Grants - TCE Alfalfa Fest	\$2,368.16
Scholarships/Grants - Wellness	\$1,553.93
Band	\$1,919.08
Choir	\$349.86
Drama Club	\$7,324.15
School Based Enterprise (prev FBLA)	\$183.57
FCCLA	\$68.56
FFA	\$2,622.05
High School Student Council	\$868.70
Library	\$833.95
Middle School Student Council	\$165.16
Science Olympiad	\$26,284.96
Spanish Club	\$3,410.24
Special Ed Voc	\$260.94
Success for Children	\$636.36
Yearbook	\$526.01
Baseball	\$5,143.03
Boys Basketball	-\$0.05
Cross Country	\$589.63
Dance	\$1,108.96
Football	\$8,531.77
Football Cheerleading	\$111.08
Girls Basketball	\$261.24
Softball	\$138.39
Tournament	\$2,960.76

Track	\$3,258.67
Volleyball	\$5,883.41
Wrestling Cheerleading	\$0.00
Wrestling	\$49.23
Class of 2026	\$5,831.26
Class of 2027	-\$504.18
Class of 2028	\$1,449.48
Class of 2029	\$25.00
General In/Out	\$101,548.76
<b>TOTAL FUND 21 BALANCE</b>	<b>\$202,772.11</b>

**BOYCEVILLE COMMUNITY SCHOOL DISTRICT**  
MONTHLY FINANCIAL SUMMARY

**General Funds - Peoples State Bank**

10/22/2025

TREASURER'S REPORT Accounts Payable Expenditures	BANK RECONCILIATION FUND 10	LOCAL GOVERNMENT INVESTMENT POOL FUND 10
<u>Check Sequences</u> 1457-1459, 1461-1463, 1465 16377, 16380-16381 83738-83765 83770-83797 83804-83847 83855-83902 <b>Total</b> \$ <b>354,135.47</b> Accounts Payable by Fund: Fund 10 \$ 315,510.41 Fund 27 \$ 7,999.42 Fund 50 \$ 30,661.39 Fund 80 \$ (35.75)	<b>Balance August 31, 2025</b> \$ <b>1,455,442.87</b> September Receipts \$ 30,887.25 August E-Funds not credited \$ 1,180.00 September E-Funds dep not credited \$ 700.00 September Budgetary Checks \$ 593,175.96 Usage Fees & Bank Charges \$ 624.69 September Payroll Checks \$ 416,477.25  Referendum Payroll reimbursement \$ 226.07 <b>Book Balance September 30, 2025</b> \$ <b>476,758.29</b>  Balance General Checking \$ 712,768.64 Outstanding Checks \$ 285,861.27 <b>Bank Balance September 30, 2025</b> \$ <b>426,907.37</b> Ref checks cashed, not reimbursed \$ 49,850.94 <b>Adjusted total</b> \$ <b>476,758.31</b>	<b>Balance August 31, 2025</b> \$ <b>1,473,918.86</b> Interest \$ 7,447.91 DPI - Lunch/Breakfast Reimbursement \$ 7,197.33 DPI - Equalization Aid \$ 872,904.00 DPI - Sparsity Aid \$ 265,988.00  Less Transfer to Cash \$ - <b>Balance September 30, 2025</b> \$ <b>2,627,456.10</b>
<u>Accounts Receivable</u> Receipts/Revenues \$ 30,887.25 LGIP Transfer to Cash \$ - <b>Total</b> \$ <b>30,887.25</b>		
<b>Fund 46</b> <b>Book Balance September 30, 2025</b> \$ <b>535,571.89</b> <b>Bank Balance September 30, 2025</b> \$ <b>535,571.89</b>	<b>FUND 39</b> <b>Book Balance September 30, 2025</b> \$ <b>288,316.05</b> <b>Bank Balance September 30, 2025</b> \$ <b>288,316.05</b>	<b>FUND 39</b> <b>Balance August 31, 2025</b> \$ <b>48,106.55</b> Plus Interest \$ 172.11 Less Transfer To Cash \$ - <b>Balance September 30, 2025</b> \$ <b>48,278.66</b>

**WISC - Fund 49 - Referendum Account Summary**

9/30/2025 - Issue 1 - \$14,000,000 GO Promissory Note

Expenditures		ACH Redemption Activity			
AP Check Number	Amount	Details	Reference #	Vendor	Amount
1456	\$ 371.90	Reimbursed 9/11/25	11521091/92	BLUUM OF MINNESOTA LLC	\$ 88,671.94
1460	\$ 1,001.94	Reimbursed in Oct	11528381	CESA 10	\$ 46,365.00
16378	\$ 18,752.65	Reimbursed 9/22/25	11528382/83	RTS ROOFING INC	\$ 559,066.45
16379	\$ 40,849.00	Reimbursed in Oct	11528388	HARTUNG ELECTRIC	\$ 119,623.05
83766-83769	\$ 25,937.81	Reimbursed 9/22/25	11528385	HOEFT BUILDERS INC	\$ 238,306.63
83663-83669	\$ 433,540.09	Reimbursed 9/11/25	11528386	WYNN O JONES & ASSOCIATES	\$ 29,269.20
Payroll 9/15/25	\$ 226.07	Reimbursed 9/22/25	11528387	ACCESS LIFTS, INC	\$ 39,455.40
<b>Total</b>	<b>\$ 520,679.46</b>			<b>Direct Expense Total</b>	<b>\$ 1,120,757.67</b>
	\$ 41,850.94	Reimbursement Pending for Oct		<b>Reimbursement Total</b>	<b>\$ 478,828.52</b>
	\$ 478,828.52			<b>Total Monthly Expenditures</b>	<b>\$ 1,599,586.19</b>
<b>Investment Maturity Description</b>	<b>Amount</b>	<b>Beginning Balance:</b>	\$ 6,332,050.94		
CD Maturity	\$ 706,400.00	Interest earned	\$ 18,920.58		
Interest earned	\$ 43,204.69	CD Maturity & Interest Earned	\$ 749,604.69		
	\$ 749,604.69	Ending Balance:	\$ 5,500,990.02		
		Pending Reimbursement to Fund 10	\$ 41,850.94		
		Adjusted (Available) Ending balance	\$ 5,459,139.08		

**WISC - Fund 49 - Referendum Account Summary**

9/30/25 - Issue 2 - \$4,000,000 GO Promissory Note

<b>Investment Maturity Description</b>	<b>Amount</b>	<b>Beginning Balance:</b>	\$ 1,109,440.63
		Interest Earned	\$ 3,749.23
		CD Maturity & Interest Earned	
		Ending Balance	\$ 1,113,189.86

Accounts Payable Expenditures	Reimbursement Detail	ACH Redemption Activity

**WISC - Fund 49 - Referendum Account Summary**

Combined balance totals

Cash	\$ 6,614,179.88
Investments	\$ 4,051,557.11
<b>Total</b>	<b>\$ 10,665,736.99</b>

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/22/2025	1455	AMAZON CAPITAL SERVICES	Wrong Total CLASSROOM, SPECIAL ED, FOOD SERVICE, TECH & MAINT SUPPLIES	-4,505.70
09/22/2025	1455	AMAZON CAPITAL SERVICES	Corrected Total - CLASSROOM, SPECIAL ED, FOOD SERVICE, TECH & MAINT SUPPLIES	4,370.11
09/18/2025	1457	VISA	SUPPLIES	129.00
09/18/2025	1458	VISA	CLASSROOM, SPED, TECH, FOOD SERVICE & MAINT SUPPLIES	7,155.87
09/18/2025	1459	AMAZON CAPITAL SERVICES	CLASSROOM, SPED, TECH, MAINT & FOOD SERVICE SUPPLIES	4,594.84
09/18/2025	1461	VISA	District office supplies	59.00
09/18/2025	1462	VISA	SPELLING BEE ENTRY, PRINCIPAL SUPPLIES	609.88
10/10/2025	1463	AMAZON CAPITAL SERVICES	CLASSROOM, SPED, TECH, MAINT & FOOD SERVICE SUPPLIES	4,380.17
10/10/2025	1465	VISA	CLASSROOM, SPED, FOOD SERVICE, MAINT, TECHNOLOGY & ATHLETIC SUPPLIES	9,635.05
09/18/2025	16377	SECURIAN FINANCIAL GROUP INC	OCTOBER LIFE INSURANCE PREMIUMS	1,553.31
09/18/2025	16380	LINCOLN LIFE	OCTOBER LIFE, DIS & DENTAL INSURANCE PREMIUMS	13,202.97
09/18/2025	16381	UNITED HEALTHCARE	OCTOBER HEALTH & VISION INSURANCE PREMIUMS	164,411.46
09/22/2025	83687	COBORNS INC.	DUPLICATE PAYMENT - BULLDOG ADVENTURES FOOD	-245.75
09/18/2025	83738	ADVANCE AUTO PARTS	BUS GARAGE PARTS/SUPPLIES	528.58
09/18/2025	83739	ANDERSON SANITATION LLC	8 PORTABLES 14 PUMPS	420.00
09/18/2025	83740	BAUER, ADAM	REIMBURSEMENT FOR SUPPLIES	29.25
09/18/2025	83741	BENEDICT REFRIGERATION SERVICE, INC	SERVICE CONTRACT - PREV. MAINT	1,134.00
09/18/2025	83742	BLUUM OF MINNESOTA LLC	MS/HS CHROMEBOOKS	885.00
09/18/2025	83743	CURRICULUM ASSOCIATES LLC	TCE iREADY MATH CURRICULUM	26,176.07
09/18/2025	83743	CURRICULUM ASSOCIATES LLC	TCE iREADY MATH CURRICULUM	907.20
09/18/2025	83744	DUNN ST CROIX CONFERENCE	CONFERENCE DUES	2,000.00
09/18/2025	83745	ECKROTH MUSIC	INSTRUMENT EXPENSE	110.00
09/18/2025	83746	EMC INSURANCE COMPANIES	WORKERS COMP REMANING DUE	5,327.00
09/18/2025	83747	FAMILY CHIRO CARE	DOT PHYSICAL UPTON	80.00
09/18/2025	83748	FERGUSON, DYLAN	V FB OFFICIAL 9-12-25	110.00
09/18/2025	83749	JW PEPPER	Music	123.90
09/18/2025	83750	KONDER, KIRSTEN	MS VB OFFICIAL 9-9-25	90.00
09/18/2025	83750	KONDER, KIRSTEN	MS VB OFFICIAL 9-16-25	90.00
09/18/2025	83751	OAK RIDGE CHEMICAL	CUSTODIAL SUPPLIES	178.56
09/18/2025	83752	PER MAR SECURITY INC	SECURITY SERVICE- INVOICES: 3669608, 3669611, 3669609, 3669610	784.02
09/18/2025	83753	PRONSCHINSKE, GAIL	V FB OFFICIAL 9-12-25	110.00
09/18/2025	83754	QUALITY BUS & TRUCK PARTS	BUS PARTS	215.25
09/18/2025	83755	RASSBACH COMMUNICATIONS	RADIO SERVICE QUARTERLY BILLING	2,046.00
09/18/2025	83756	SEGUIN, CHAD	V FB OFFICIAL 9-12-25	110.00
09/18/2025	83757	SYNERGY COOPERATIVE	PROPANE	590.33
09/18/2025	83757	SYNERGY COOPERATIVE	PROPANE	1,010.70
09/18/2025	83758	TVEDT, ERIC	V FB OFFICIAL 9-12-25	110.00
09/18/2025	83759	UNITY SCHOOL DISTRICT	XC ENTRY FEE 9/18/25	125.00
09/18/2025	83760	VANDERVEREN, BRADLEY	V FB OFFICIAL 9-12-25	110.00
09/18/2025	83761	WASTE MANAGEMENT OF WI, INC	GARBAGE BUS GARAGE	135.37
09/18/2025	83761	WASTE MANAGEMENT OF WI, INC	GARBAGE TCE	490.04
09/18/2025	83761	WASTE MANAGEMENT OF WI, INC	GARBAGE MS/HS	729.38
09/18/2025	83762	WI EDUCATORS OF BUSINESS & INFORMAT	2025 BECOME IT CONFERENCE M MIRANDA	195.00
09/18/2025	83762	WI EDUCATORS OF BUSINESS & INFORMAT	MEMBERSHIP RENEWAL: M MIRANDA	50.00
09/18/2025	83763	WI FOUNDATION FOR ED ADMIN (WFEA)	SLATE CONFERENCE REGISTRATION - N KAISER	299.00
09/18/2025	83764	WILLIAM H SADLIER	PHONICS TO READING FOR GRADE 3 STUDENTS	107.89
09/18/2025	83765	XCEL ENERGY	ELECTRICITY TCE 7 VARIOUS LOCATIONS	5,544.05
09/25/2025	83770	BADGER STATE ELECTRIC	ADDING OUTLETS TO VARIOUS CLASSROOMS, MECH ROOM	1,958.86
09/25/2025	83771	BAUER, ADAM	REIMBURSEMENT FOR BUS GARAGE SUPPLIES	22.99

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/25/2025	83772	BENEDICT REFRIGERATION SERVICE, INC	TCE MILK COOLER REPAIR	761.47
09/25/2025	83772	BENEDICT REFRIGERATION SERVICE, INC	DISHWASHER REPAIR	367.00
09/25/2025	83773	BOETTCHER, ERIC	REIMBURSEMENT FOR DOT PHYSICAL	95.00
09/25/2025	83774	BOSSHART, ROBERT	JV FB OFFICIAL 9-22-25	100.00
09/25/2025	83775	CENTURYLINK	715-643-3647	991.96
09/25/2025	83776	CLIFTONLARSONALLEN LLP	PROGRESS BILLING FOR JUNE 30TH FINANCIAL AUDIT & CAPITAL ASSET DETAIL	4,200.00
09/25/2025	83777	CROES, ALLEN	MS FB OFFICIAL 9-18-25	80.00
09/25/2025	83778	FOLLETT SCHOOL SOLUTIONS, LLC	TCE LIBRARY BOOKS	1,042.53
09/25/2025	83779	HALLMAN LINDSAY	GOAL LINE PAINT	699.50
09/25/2025	83780	HILLYARD / MINNEAPOLIS	CUSTODIAL SUPPLIES	96.52
09/25/2025	83780	HILLYARD / MINNEAPOLIS	CUTODIAL SUPPLIES	199.95
09/25/2025	83781	HUMPAL, TEDDI	REIMBURSEMENT FOR SUPPLIES	25.20
09/25/2025	83782	KELM, BRUCE	JV FB OFFICIAL 9-22-25	80.00
09/25/2025	83783	KONDER, KIRSTEN	MS VB OFFICIAL 9-18-25	90.00
09/25/2025	83784	LAMB, ANDY	MS FB OFFICIAL 9-18-25	80.00
09/25/2025	83785	MALWAREBYTES	MALWARE PROTECTION 25-26	5,567.35
09/25/2025	83786	MISSISSIPPI WELDERS SUPPLY CO	AG SUPPLIES	200.73
09/25/2025	83787	NASCO EDUCATION	ART SUPPLIES	221.40
09/25/2025	83788	PAN-O-GOLD BAKING CO	BREAD	228.26
09/25/2025	83788	PAN-O-GOLD BAKING CO	BREAD	84.14
09/25/2025	83789	POINT C HEALTH	SEPT HRA ADMIN FEES	50.00
09/25/2025	83790	SAUVE, BRAD	MS FB OFFICIAL 9-18-25	80.00
09/25/2025	83791	SCHAFF, NICHOLAS	JV FB OFFICIAL 9-22-25	80.00
09/25/2025	83791	SCHAFF, NICHOLAS	MS FB OFFICIAL 9-18-25	80.00
09/25/2025	83792	SMITH, DAVID	V VB OFFICIAL 9-23-25	145.00
09/25/2025	83793	STENCIL, LARRY	V VB OFFICIAL 9-23-25	145.00
09/25/2025	83794	SYNERGY COOPERATIVE	PROPANE	1,213.71
09/25/2025	83794	SYNERGY COOPERATIVE	UNL 87 E10 GAS	1,136.78
09/25/2025	83795	THOMPSON, ERIK	JV FB OFFICIAL 9-22-25	80.00
09/25/2025	83796	TRIO SUPPLY COMPANY	FOOD SERVICE SUPPLIES	463.46
09/25/2025	83797	VERIZON WIRELESS	HOTSPOTS	51.00
10/03/2025	83804	BAUER BUILT	VAN12 TIRES	551.60
10/03/2025	83804	BAUER BUILT	BUS GARAGE STOCK	1,096.88
10/03/2025	83805	BAUER, ADAM	REIMBURSEMENT FOR SUPPLIES	47.22
10/03/2025	83806	BCN TELECOM INC TBS	LONG DISTANCE	297.51
10/03/2025	83807	BLANCH, JEFFREY	V FB OFFICIAL 9-26-25	110.00
10/03/2025	83808	BOSSHART, ROBERT	MS FB OFFICIAL 9-25-25	100.00
10/03/2025	83809	BOYCEVILLE ACTIVITY FUND	PAY TO CLASS OF 2027 - STAFF REWARD GIFT CARD	36.00
10/03/2025	83810	CINTAS CORPORATION	SEPTEMBER STATEMENT - CLEANING SERVICES	1,215.50
10/03/2025	83811	CORTON, LANCE	V FB OFFICIAL 9-26-25	110.00
10/03/2025	83812	CURRICULUM ASSOCIATES LLC	PHONICS FOR READING RESOURCES	262.75
10/03/2025	83812	CURRICULUM ASSOCIATES LLC	IREADY MATH RESOURCES	327.95
10/03/2025	83812	CURRICULUM ASSOCIATES LLC	I READY CURRICULUM	3,495.95
10/03/2025	83813	DURAND-ARKANSAW SCHOOL DISTRICT	DURAND ARKANSAW XC INVITE FEE 9/25/25	200.00
10/03/2025	83814	ECKROTH MUSIC	INSTRUMENT NEEDS	27.50
10/03/2025	83815	ENGEL, JENNIFER	REIMBURSEMENT FOR BOOKS PURCHASED (\$79.60) & SUPPLIES PURCHASED (\$137.17)	216.77
10/03/2025	83816	FETZER, FRANK	REIMBURSEMENT FOR BUILD MY FUTURE TRIP - CTE	156.38
10/03/2025	83817	GFL ENVIRONMENTAL	RECYCLING HS	679.74
10/03/2025	83817	GFL ENVIRONMENTAL	RECYCLING TCE	341.37
10/03/2025	83818	HAKANSON, ROB	V VB OFFICIAL 9-30-25	145.00
10/03/2025	83819	HEARTLAND BUSINESS SYSTEMS	TECH SUPPORT	483.75
10/03/2025	83820	HEAVEY, THOMAS	V FB OFFICIAL 9-26-25	110.00
10/03/2025	83821	HEAVEY, TJ	V FB OFFICIAL 9-26-25	110.00
10/03/2025	83822	HILLYARD / MINNEAPOLIS	CUSTODIAL SUPPLIES	3,144.96

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/03/2025	83822	HILLYARD / MINNEAPOLIS	CUSTODIAL SUPPLIES	1,949.65
10/03/2025	83822	HILLYARD / MINNEAPOLIS	CUSTODIAL SUPPLIES	809.22
10/03/2025	83823	HOUGHTON MIFFLIN HARCOURT	HMH Teacher Manuals	1,980.41
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD/SUPPLIES	6,994.22
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD	5,323.42
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD-COMM	85.75
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD	160.70
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD/SUPPLIES	4,269.46
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD	221.81
10/03/2025	83824	INDIANHEAD FOOD DISTRIBUTORS	FOOD/SUPPLIES	6,429.99
10/03/2025	83825	JEFF BANKS LAT ATHLETIC TRAINING SE	ATHLETIC TRAINER	1,829.32
10/03/2025	83826	JW PEPPER	Choir INVOICES: 367729719, 367733877, 367767926, 367771932	602.09
10/03/2025	83827	KAISER, NICHOLAS	DSC SUPT MEETING MEAL	15.28
10/03/2025	83828	KELM, BRUCE	MS FB OFFICIAL 9-25-25	80.00
10/03/2025	83829	KEMPS LLC	SEPTEMBER MILK STATEMENT - INVOICES: 103672083, 103677495, 103688669, 103694134, 103699906, 103672081, 103674686, 103677496, 103685832, 103688670, 103691326, 103694131, 103697017, 103699905	3,631.48
10/03/2025	83830	KONDER, KIRSTEN	MS VB OFFICIAL 9-29-25	90.00
10/03/2025	83831	MATH MASTERS	REGISTRATION FOR MATH MASTERS - BOYCEVILLE MIDDLE SCHOOL	125.00
10/03/2025	83832	MCGRAW HILL EDUCATION	Geometry	33.99
10/03/2025	83833	MISSISSIPPI WELDERS SUPPLY CO	AG SUPPLIES	66.24
10/03/2025	83834	NASCO EDUCATION	Middle school science supplies	31.08
10/03/2025	83835	NEXTGEN COMMUNICATIONS	BUS GARAGE FIBER	400.00
10/03/2025	83836	OAK RIDGE CHEMICAL	CUSTODIAL SUPPLIES	988.40
10/03/2025	83837	PAN-O-GOLD BAKING CO	BREAD	163.49
10/03/2025	83838	PRINCE, RICK	V VB OFFICIAL 9-30-25	145.00
10/03/2025	83839	ROBERTS, JOHN	V FB OFFICIAL 9-26-25	110.00
10/03/2025	83840	SCHAFF, NICHOLAS	MS FB OFFICIAL 9-25-25	80.00
10/03/2025	83841	SCHOLASTIC	MISSED AMOUNT ON BOOK ORDER	0.98
10/03/2025	83841	SCHOLASTIC	Scholastic Orders for 2025-2026	395.56
10/03/2025	83842	THOMPSON, ERIK	MS FB OFFICIAL 9-25-25	80.00
10/03/2025	83843	TRIO SUPPLY COMPANY	FOOD SERVICE SUPPLIES	179.89
10/03/2025	83844	WALMART- CAPITAL ONE	CLASSROOM, SPED, FOOD SERVICE & AF SUPPLIES	159.39
10/03/2025	83845	WI ASSN OF SCHOOL BOARDS	2025 - THE FOCUS	240.00
10/03/2025	83846	WE ENERGIES	GAS 922 TIFFANY	10.56
10/03/2025	83846	WE ENERGIES	GAS BUS GARAGE	10.56
10/03/2025	83846	WE ENERGIES	GAS 426 EAST ST	10.56
10/03/2025	83847	WI BUS SALES & SERVICE	BUS PARTS	295.63
10/13/2025	83855	ADVANCE AUTO PARTS	SEPT STATEMENT - BUS PARTS/SUPPLIES	348.89
10/13/2025	83856	BEAUDRY, JOE	V FTBL OFFICIAL 10-10-25	110.00
10/13/2025	83857	BOSSHART, ROBERT	JV FTBL OFFICIAL 10-6-25	100.00
10/13/2025	83858	BOYCEVILLE ACTIVITY FUND	REIMBURSE FFA ACTIVITY FUND FOR FFA DUES	400.00
10/13/2025	83859	CESA 11	VARIOUS TRAININGS & EQUIP	1,689.88
10/13/2025	83860	CLAYTON SCHOOL DISTRICT	VB QUAD FEE 10/13/25	150.00
10/13/2025	83861	CLEAR LAKE HIGH SCHOOL	XC ENTRY FEE 10/7/25 C/O DALE ROSEN	150.00
10/13/2025	83862	COBORNS INC.	SEPT STATEMENT - FOOD SERVICE SUPPLIES	39.33
10/13/2025	83863	CONFIDENTIAL RECORDS, INC	DOCUMENT DESTRUCTION	124.13
10/13/2025	83864	CONKLIN TREE FARMS	ENGRAVINGS	90.00
10/13/2025	83865	CROES, ALLEN	JV FTBL OFFICIAL 10-6-25	80.00
10/13/2025	83865	CROES, ALLEN	MS FTBL OFFICIAL 10-09-25	80.00
10/13/2025	83866	CUMBERLAND HIGH SCHOOL	MS XC ENTRY FEE 9/29/25	125.00
10/13/2025	83867	DRUG TEST MIDWEST, LLC	DOT DRUG TESTING	170.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
10/13/2025	83868	ECKROTH MUSIC	INSTRUMENT SERVICE	95.00
10/13/2025	83869	EDMENTUM	SEPT ENROLLMENTS	580.00
10/13/2025	83870	ELMWOOD SCHOOL DISTRICT	CLINICIAN FEE CHIORPOLOOZA	75.00
10/13/2025	83871	FALL CREEK HIGH SCHOOL	MS XC FEE 9/13/25	150.00
10/13/2025	83872	FETZER, FRANK	REIMBURSEMENT FOR MEDS / BEE STING	23.98
10/13/2025	83873	FOLLETT CONTENT SOLUTIONS LLC	TCE LIBRARY BOOKS	592.35
10/13/2025	83874	GLENWOOD AUTO SUPPLY	SEPT STATEMENT	22.83
10/13/2025	83875	HARTMAN, JUDY	V VB OFFICIAL 10-9-25	145.00
10/13/2025	83876	HEARTLAND BUSINESS SYSTEMS	UMBRELLA DNS SECURITY FOR ED	3,412.00
10/13/2025	83877	JOHNSON, WARREN	V FTBL OFFICIAL 10-10-25	110.00
10/13/2025	83878	KLINGER, JOSHUA	V VB OFFICIAL 10-2-25	145.00
10/13/2025	83879	KOMRO SALES & SERVICE, INC	TIE ROD REPAIR	375.43
10/13/2025	83880	LAMB, ANDY	MS FTBL OFFICIAL 10-09-25	80.00
10/13/2025	83881	LOGTERMAN, NORMAN	MS FTBL OFFICIAL 10-09-25	80.00
10/13/2025	83882	MRDUTT, JON	V VB OFFICIAL 10-2-25	145.00
10/13/2025	83883	NAEA MEMBER SERVICES TEAM	MEMBERSHIP RENEWAL MEMBER ID#5929834 M. STEINKRAUS	125.00
10/13/2025	83884	NEOLA, INC	DIGITAL MAINT 25-26	795.00
10/13/2025	83885	OLSON, JOSH	V FTBL OFFICIAL 10-10-25	110.00
10/13/2025	83886	PAN-O-GOLD BAKING CO	BREAD	147.55
10/13/2025	83887	PELION BENEFITS, INC	QUARTERLY FEES RETIREMENT PLAN ADMIN	274.00
10/13/2025	83888	PLUMER, PAT	V FTBL OFFICIAL 10-10-25	110.00
10/13/2025	83889	PRINCE, RICK	JV FTBL OFFICIAL 10-6-25	80.00
10/13/2025	83890	SCHAFF, NICHOLAS	JV FTBL OFFICIAL 10-6-25	80.00
10/13/2025	83890	SCHAFF, NICHOLAS	FTBL CLOCK 9/5, 9/12, 9/26	135.00
10/13/2025	83890	SCHAFF, NICHOLAS	MS FTBL OFFICIAL 10-09-25	80.00
10/13/2025	83891	SCHOLASTIC	Scholastic Orders for 2025-2026	439.56
10/13/2025	83892	SHEPHERD, MARK	V FTBL OFFICIAL 10-10-25	110.00
10/13/2025	83893	SPONHOLZ, SCOTT	XC OFFICIAL 10-11-25	150.00
10/13/2025	83894	SYMMETRY ENERGY SOLUTIONS LLC	GAS- SEPTEMBER	359.54
10/13/2025	83895	TERPSTRA, DAWN	V VB OFFICIAL 10-9-25	145.00
10/13/2025	83896	TRIBUNE PRESS REPORTER	ADS/POSTINGS	658.75
10/13/2025	83897	VILLAGE OF BOYCEVILLE	QUARTERLY SEWER/WATER: GREENHOUSE \$48.75, BUS GARAGE \$110.56, CONCESSION STAND \$139.35, FTBL FIELD \$1045.52, HS \$638.89, MS \$829.81, TCE \$1327.86, GREENHOUSE \$96.01	4,326.75
10/13/2025	83898	WE ENERGIES	GAS MS/HS	293.78
10/13/2025	83898	WE ENERGIES	GAS TCE	288.94
10/13/2025	83899	WELD RILEY, SC	LEGAL SERVICES	1,696.00
10/13/2025	83900	WI DRUG TESTING CONSORTIUM	BACKGROUND/DMV DRIVING CHECKS	1,081.75
10/13/2025	83901	XCEL ENERGY	ELECTRICITY HS	4,524.46
10/13/2025	83902	ZAIS, TERRY	XC OFFICIAL 10-11-25	150.00
Totals for checks				354,135.47

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	179,167.74	0.00	136,342.67	315,510.41
27	SPECIAL EDUCATION FUND	0.00	0.00	7,999.42	7,999.42
50	FOOD SERVICE FUND	0.00	0.00	30,661.39	30,661.39
80	COMMUNITY SERVICE FUND	0.00	0.00	-35.75	-35.75
***	Fund Summary Totals ***	179,167.74	0.00	174,967.73	354,135.47

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

CHECK		INVOICE	
NUMBER	VENDOR	DESCRIPTION	AMOUNT
1456	AMAZON CAPITAL SERVICES	REFERENDUM PURCHASES - TECHNOLOGY COMPONENTS FOR CLEVERTOUCH BOARDS	371.90
1460	AMAZON CAPITAL SERVICES	DO/BOARD CHAIRS	1,001.94
16378	DP MASONRY	REMAINING DUE ON PAY APP #3 - BRICKWORK REFERENDUM PROJECT	18,752.65
16379	WEBSTAUANTSTORE	OVENS FOR FOOD SERVICE X 3 (REF)	48,849.00
63766	BRITE VISUAL PRODUCTS, INC	CORKBOARDS TCE	1,181.24
63766	BRITE VISUAL PRODUCTS, INC	TCE CORKBOARDS	843.73
63767	DUET RESOURCE GROUP	CLASSROOM CHAIRS	17,524.00
63768	EVERWHITE CORPORATION	TCE WHITEBOARD	1,491.00
63769	JOHNSON CONTROLS FIRE PROTECTION LP	ELEVATOR WORK - REFERENDUM	4,897.84
83663	DP MASONRY	REFERENDUM BRICKWORK PROJECT - PAYMENT APP #3	6,002.93
83663	DP MASONRY	REFERENDUM BRICKWORK PROJECT - PAYMENT APP #4	6,002.93
83664	DYNAMIC FITNESS & STRENGTH	WEIGHT ROOM - REFERENDUM	258.00
83664	DYNAMIC FITNESS & STRENGTH	BACKORDERED ITEMS FROM INTIAL WEIGHT ROOM PKG	250.00
83665	HALVERSON BROS INC	REFERENDUM MECHANICAL/HVAC UPGRADES PROJECT - PAYMENT APP #3	347,709.50
83666	JOHNSON CONTROLS FIRE PROTECTION LP	ELEVATOR WORK - REFERENDUM	3,045.03
83667	R&R FLOORING AND FURNITURE LLC	REFERENDUM FLOORING/CARPET PROJECT - PAYMENT APP #2	23,056.50
83668	T L SINZ PLUMBING INC	WATER SOFTNER REPAIR TCE - REFERENDUM	495.00
83668	T L SINZ PLUMBING INC	WATER SOFTNER REPLACEMENT - REFERENDUM	3,176.00
83669	TRANE U.S. INC.	CONTRACT CID00129288 PAYMENT 5 - REFERENDUM TEMP CONTROLS PROJECT -	43,544.20
11521091	BLUUM OF MINNESOTA LLC	CLEVERTOUCH BOARDS/TVS MS/HS - QUOTE 377155	74,172.00
11521092	BLUUM OF MINNESOTA LLC	CLEVERTOUCH BOARDS & ACCESSORIES	14,499.94
11528381	CESA 10	REFERENDUM CONSTRUCTION MGT SERVICES AUG 2025	46,365.00
11528382	RTS ROOFING INC	ROOFING PROJECT REFERENDUM WORK - PAYMENT APP #5	420,375.00
11528383	RTS ROOFING INC	ROOFING PROJECT REFERENDUM WORK - PAYMENT APP #4	138,691.45
11528385	HOEFT BUILDERS INC	GENERAL CONTRACTOR (DOORS, WINDOWS, ETC) REFERENDUM WORK - PAYMENT APP #4	238,306.63
11528386	WYNN O. JONES & ASSOCIATES, INC.	SCIENCE CASEWORK REFERENDUM - PAYMENT APP #5	29,269.20
11528387	ACCESS LIFTS, INC.	REFERENDUM ELEVATOR WORK - PAYMENT APP #3	39,455.40
11528388	HARTUNG ELECTRIC	REFERENDUM LIGHT/ELECTRICAL WORK - PAYMENT APP #4	119,623.05
Totals for checks			1,649,211.06

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
49	OTHER CAPITAL PROJECT FUNDS	0.00	0.00	1,649,211.06	1,649,211.06
***	Fund Summary Totals ***	0.00	0.00	1,649,211.06	1,649,211.06

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

Webstaurant check made out for wrong amount	-8,000.00
Payroll 9/15/25	+226.07
Adjusted Total	\$1,641,437.13

# Boyceville Community School District

*Leading Today...Developing Excellence for Tomorrow!*

## SUMMARY OF FUNDS BUDGET APPROVAL 2025-2026

Wednesday, October 22, 2025



### FUND 10-GENERAL FUND

Total Revenues	\$	10,510,024.00
Total Expenses	\$	10,510,024.00

### FUND 21-ACTIVITY FUND

Total Revenues	\$	200,000.00
Total Expenses	\$	200,000.00

### FUND 27-SPECIAL EDUCATION FUND

Total Revenues	\$	1,991,198.00
Total Expenses	\$	1,991,198.00

### FUND 38-NON-REFERENDUM DEBT SERVICE

Total Revenues	\$	46,477.00
Total Expenses	\$	46,477.00

### FUND 39-REFERENDUM APPROVED DEBT\*\*\*

Total Revenues	\$	1,411,738.00
Total Expenses	\$	1,431,100.00

### Fund 49-CAPITAL PROJECTS

Total Revenues	\$	500,000.00
Total Expenses	\$	4,250,000.00

### FUND 50-FOOD SERVICE

Total Revenues	\$	517,100.00
Total Expenses	\$	517,100.00

### FUND 80-COMMUNITY SERVICE

Total Revenues	\$	82,350.00
Total Expenses	\$	43,612.00

\*\*\*Fund 39 Revenues and Expenses will not be the same because we budget for fiscal year, and levy for calendar year.

ACCOUNT NUMBER	LOCATION	2025-26 Original Budget	2025-26 YTD Activity	Unexpended Balance - YTD Act
10 R --- 50----	DISTRICT WIDE	10,510,024.00	1,200,356.97	9,309,667.03
10 R --- -----	Revenue	10,510,024.00	1,200,356.97	9,309,667.03
10 E --- 11----	UNDIFFERENTIATED CURRICULUM	2,096,092.00	311,038.14	1,785,053.86
10 E --- 12----	REGULAR CURRICULUM	1,445,215.00	222,109.33	1,223,105.67
10 E --- 13----	VOCATIONAL CURRICULUM	346,074.00	50,546.39	295,527.61
10 E --- 14----	PHYSICAL CURRICULUM	303,400.00	39,698.96	263,701.04
10 E --- 16----	CO-CURRICULAR	333,009.00	68,980.07	264,028.93
10 E --- 17----	OTHER INSTRUCTION	5,906.00		5,906.00
10 E --- 21----	PUPIL SERVICES	293,205.00	40,966.22	252,238.78
10 E --- 22----	INSTRUCTIONAL STAFF SERVICES	376,541.00	88,125.43	288,415.57
10 E --- 23----	GENERAL ADMINISTRATION	426,418.00	125,289.97	301,128.03
10 E --- 24----	BUILDING ADMINISTRATION	524,942.00	132,668.04	392,273.96
10 E --- 25----	BUSINESS ADMINISTRATION	1,833,788.00	466,086.55	1,367,701.45
10 E --- 26----	CENTRAL SERVICES	70,500.00	17,214.07	53,285.93
10 E --- 27----	INSURANCE	148,920.00	136,111.00	12,809.00
10 E --- 28----	DEBT SERVICE CURRENT	18,000.00	17,882.53	117.47
10 E --- 29----	OTHER SUPPORT SERVICES	147,894.00	63,031.50	84,862.50
10 E --- 41----	INTERFUND OPERATING TRANSFER	1,120,120.00		1,120,120.00
10 E --- 43----	GENERAL TUITION PAYMENTS	1,011,000.00	2,380.00	1,008,620.00
10 E --- 49----	OTHER NON PROG TRANSACTIONS	9,000.00		9,000.00
10 E --- -----	Expense	10,510,024.00	1,782,128.20	8,727,895.80
Grand Revenue Totals		10,510,024.00	1,200,356.97	9,309,667.03
Grand Expense Totals		10,510,024.00	1,782,128.20	8,727,895.80
Grand Totals			581,771.23	581,771.23
			Loss	Profit

Number of Accounts: 1357

ACCOUNT NUMBER	LOCATION	2025-26 Original Budget	2025-26 YTD Activity	Unexpended Balance - YTD Act
27 R --- 41----	INTERFUND OPERATING TRANSFER	1,020,120.00		1,020,120.00
27 R --- 50----	DISTRICT WIDE	971,078.00	1,090.18	969,987.82
27 R --- -----	Revenue	1,991,198.00	1,090.18	1,990,107.82
27 E --- 15----	SPECIAL CURRICULUM	1,547,684.00	211,716.07	1,335,967.93
27 E --- 21----	PUPIL SERVICES	225,035.00	36,806.07	188,228.93
27 E --- 22----	INSTRUCTIONAL STAFF SERVICES	194,547.00	51,691.08	142,855.92
27 E --- 25----	BUSINESS ADMINISTRATION	18,267.00	4,839.79	13,427.21
27 E --- 28----	DEBT SERVICE CURRENT	5,665.00	5,960.85	-295.85
27 E --- 49----	OTHER NON PROG TRANSACTIONS		251.15	-251.15
27 E --- -----	Expense	1,991,198.00	311,265.01	1,679,932.99
Grand Revenue Totals		1,991,198.00	1,090.18	1,990,107.82
Grand Expense Totals		1,991,198.00	311,265.01	1,679,932.99
Grand Totals			310,174.83	310,174.83
			Loss	Profit

Number of Accounts: 382

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

ACCOUNT NUMBER	LOCATION	2025-26 Original Budget	2025-26 YTD Activity	Unexpended Balance - YTD Act
50 R --- --- 25---- ---	BUSINESS ADMINISTRATION	517,100.00	33,197.88	483,902.12
50 R --- --- ----- ---	Revenue	517,100.00	33,197.88	483,902.12
50 E --- --- 25---- ---	BUSINESS ADMINISTRATION	517,100.00	100,826.00	416,274.00
50 E --- --- ----- ---	Expense	517,100.00	100,826.00	416,274.00
Grand Revenue Totals		517,100.00	33,197.88	483,902.12
Grand Expense Totals		517,100.00	100,826.00	416,274.00
Grand Totals			67,628.12	67,628.12
			Loss	Profit

Number of Accounts: 94

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

ACCOUNT NUMBER	LOCATION	2025-26 Original Budget	2025-26 YTD Activity	Unexpended Balance - YTD Act
38 R --- 50----	DISTRICT WIDE	46,477.00		46,477.00
38 R --- -----	Revenue	46,477.00		46,477.00
38 E --- 28----	DEBT SERVICE CURRENT	46,477.00		46,477.00
38 E --- -----	Expense	46,477.00		46,477.00
39 R --- 50----	DISTRICT WIDE	1,411,738.00	952.88	1,410,785.12
39 R --- -----	Revenue	1,411,738.00	952.88	1,410,785.12
39 E --- 28----	DEBT SERVICE CURRENT	1,431,100.00	410,550.00	1,020,550.00
39 E --- -----	Expense	1,431,100.00	410,550.00	1,020,550.00
Grand Revenue Totals		1,458,215.00	952.88	1,457,262.12
Grand Expense Totals		1,477,577.00	410,550.00	1,067,027.00
Grand Totals		19,362.00	409,597.12	390,235.12
		Loss	Loss	Profit

Number of Accounts: 9

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

ACCOUNT NUMBER	LOCATION	2025-26 Original Budget	2025-26 YTD Activity	Unexpended Balance - YTD Act
49 R --- --- 50----	DISTRICT WIDE	500,000.00	310,508.79	189,491.21
49 R --- --- -----	Revenue	500,000.00	310,508.79	189,491.21
49 E --- --- 11----	UNDIFFERENTIATED CURRICULUM	100,000.00	10,199.25	89,800.75
49 E --- --- 12----	REGULAR CURRICULUM		162,211.03	-162,211.03
49 E --- --- 13----	VOCATIONAL CURRICULUM	500,000.00	3,621.18	496,378.82
49 E --- --- 14----	PHYSICAL CURRICULUM		8,618.00	-8,618.00
49 E --- --- 16----	CO-CURRICULAR		12,150.00	-12,150.00
49 E --- --- 21----	PUPIL SERVICES		3,692.34	-3,692.34
49 E --- --- 22----	INSTRUCTIONAL STAFF SERVICES		38,898.10	-38,898.10
49 E --- --- 23----	GENERAL ADMINISTRATION		4,404.70	-4,404.70
49 E --- --- 24----	BUILDING ADMINISTRATION		8,834.25	-8,834.25
49 E --- --- 25----	BUSINESS ADMINISTRATION	3,650,000.00	5,554,649.39	-1,904,649.39
49 E --- --- -----	Expense	4,250,000.00	5,807,278.24	-1,557,278.24
Grand Revenue Totals		500,000.00	310,508.79	189,491.21
Grand Expense Totals		4,250,000.00	5,807,278.24	-1,557,278.24
Grand Totals		3,750,000.00	5,496,769.45	1,746,769.45
		Loss	Loss	Profit

Number of Accounts: 44

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

ACCOUNT NUMBER	LOCATION	2025-26 Original Budget	2025-26 YTD Activity	Unexpended Balance - YTD Act
80 R --- --- 50----	DISTRICT WIDE	82,350.00	2,537.25	79,812.75
80 R --- --- -----	Revenue	82,350.00	2,537.25	79,812.75
80 E --- --- 23----	GENERAL ADMINISTRATION	24,339.00	3,756.00	20,583.00
80 E --- --- 25----	BUSINESS ADMINISTRATION	1,757.00	1,143.72	613.28
80 E --- --- 31----	ADULT EDUCATION-COMM SERVICE	9,274.00	1,142.01	8,131.99
80 E --- --- 39----	OTHER COMMUNITY SERVICES	8,242.00	31,065.09	-22,823.09
80 E --- --- -----	Expense	43,612.00	37,106.82	6,505.18
Grand Revenue Totals		82,350.00	2,537.25	79,812.75
Grand Expense Totals		43,612.00	37,106.82	6,505.18
Grand Totals		38,738.00	34,569.57	73,307.57
		Profit	Loss	Profit

Number of Accounts: 80

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

### Boyceville Community School District - Equalized Value and Tax Levy History

Year	Dept of Revenue Eq Value	Eq Value change	Operational Levy (Fund 10 & 80)	Percentage of total Levy	Debt Service Levy (Fund 38 & 39)	Total Levy	Yearly Mill Rate	Mill Rate change
1992	\$ 78,207,462		\$ 920,865	57%	\$ 698,508	\$ 1,619,373	20.7061188	
1993	\$ 79,800,680	2.0%	\$ 1,235,203	71%	\$ 497,510	\$ 1,732,713	21.7130105	4.9%
1994	\$ 81,396,694	2.0%	\$ 1,315,702	73%	\$ 495,150	\$ 1,810,852	22.2472426	2.5%
1995	\$ 87,025,888	6.9%	\$ 1,067,789	65%	\$ 587,236	\$ 1,655,025	19.0176169	-14.5%
1996	\$ 109,176,451	25.5%	\$ 743,495	55%	\$ 599,837	\$ 1,343,332	12.3042285	-35.3%
1997	\$ 118,271,735	8.3%	\$ 807,786	58%	\$ 594,884	\$ 1,402,670	11.8597229	-3.6%
1998	\$ 131,810,493	11.4%	\$ 893,901	60%	\$ 592,892	\$ 1,486,793	11.2797772	-4.9%
1999	\$ 144,045,944	9.3%	\$ 986,000	54%	\$ 838,225	\$ 1,824,225	12.6641886	12.3%
2000	\$ 157,422,247	9.3%	\$ 1,000,415	50%	\$ 1,012,910	\$ 2,013,325	12.7893296	1.0%
2001	\$ 172,396,212	9.5%	\$ 1,052,534	54%	\$ 904,673	\$ 1,957,207	11.3529576	-11.2%
2002	\$ 184,440,025	7.0%	\$ 1,006,336	51%	\$ 949,673	\$ 1,956,009	10.6051222	-6.6%
2003	\$ 206,500,279	12.0%	\$ 1,153,223	55%	\$ 960,000	\$ 2,113,223	10.2335138	-3.5%
2004	\$ 224,450,264	8.7%	\$ 1,435,782	59%	\$ 996,563	\$ 2,432,345	10.8368997	5.9%
2005	\$ 236,134,670	5.2%	\$ 1,300,860	56%	\$ 1,001,963	\$ 2,302,823	9.7521596	-10.0%
2006	\$ 256,334,989	8.6%	\$ 1,528,249	61%	\$ 987,713	\$ 2,515,962	9.8151330	0.6%
2007	\$ 277,730,956	8.3%	\$ 1,808,182	65%	\$ 989,963	\$ 2,798,145	10.0750202	2.6%
2008	\$ 285,999,115	3.0%	\$ 1,859,096	64%	\$ 1,064,983	\$ 2,924,079	10.2240841	1.5%
2009	\$ 283,063,731	-1.0%	\$ 2,134,813	66%	\$ 1,109,432	\$ 3,244,245	11.4611822	12.1%
2010	\$ 277,657,494	-1.9%	\$ 2,037,757	62%	\$ 1,243,775	\$ 3,281,532	11.8186329	3.1%
2011	\$ 263,464,265	-5.1%	\$ 1,911,388	58%	\$ 1,366,185	\$ 3,277,573	12.4402943	5.3%
2012	\$ 251,952,017	-4.4%	\$ 1,817,036	58%	\$ 1,320,695	\$ 3,137,731	12.4536848	0.1%
2013	\$ 255,442,199	1.4%	\$ 1,670,246	56%	\$ 1,319,279	\$ 2,989,525	11.7033325	-6.0%
2014	\$ 256,118,527	0.3%	\$ 1,926,283	59%	\$ 1,316,132	\$ 3,242,415	12.6598221	8.2%
2015	\$ 270,295,653	5.5%	\$ 1,883,511	64%	\$ 1,042,877	\$ 2,926,388	10.8266188	-14.5%
2016	\$ 284,335,850	5.2%	\$ 2,094,570	67%	\$ 1,042,973	\$ 3,137,543	11.0346374	1.9%
2017	\$ 292,709,058	2.9%	\$ 2,082,153	67%	\$ 1,041,829	\$ 3,123,982	10.6726511	-3.3%
2018	\$ 313,475,763	7.1%	\$ 1,800,623	64%	\$ 1,026,977	\$ 2,827,600	9.0201551	-15.5%
2019	\$ 321,089,677	2.4%	\$ 2,093,583	67%	\$ 1,026,102	\$ 3,119,685	9.7159305	7.7%
2020	\$ 339,743,671	5.8%	\$ 1,992,993	66%	\$ 1,026,127	\$ 3,019,120	8.8864643	-8.5%
2021	\$ 372,699,952	9.7%	\$ 1,814,043	60%	\$ 1,205,000	\$ 3,019,043	8.1004652	-8.8%
2022	\$ 416,112,626	11.6%	\$ 1,860,978	56%	\$ 1,446,477	\$ 3,307,455	7.9484610	-1.9%
2023	\$ 517,481,603	24.4%	\$ 1,896,402	57%	\$ 1,446,477	\$ 3,342,879	6.4598992	-18.7%
2024	\$ 561,735,498	8.6%	\$ 2,332,930	62%	\$ 1,446,477	\$ 3,779,407	6.7280900	4.2%
2025	\$ 611,859,189	8.9%	\$ 2,521,066	63%	\$ 1,458,215	\$ 3,979,281	6.5035895	-3.3%



**DEPARTMENT OF PUBLIC INSTRUCTION  
2025-26 REVENUE LIMIT WORKSHEET**

2025-26 Revenue Limit Worksheet		
1. 2025-26 Base Revenue (Funds 10, 38, 41)	(from left)	8,029,425
2. Base Sept Membership Avg (2022+.4ss, 2023+.4ss, 2024+.4ss)/3	(from left)	709
3. 2025-26 Base Revenue Per Member (Ln 1 / Ln2)	(with cents)	11,325.00
4. 2025-26 Per Member Change (A+B)		325.00
2025-26 Low Revenue Ceiling per s.121.905(1):		
	11,000.00	
A. Allowed Per Member Change for 2025-26	325.00	
B. Low Rev Incr ((Low Rev Ceiling-(3+4A))-4C) NOT<0	0.00	
C. Value of the CCDEB (2025-26 DPI Computed-CCDEB Dists only)	0.00	
5. 2025-26 Maximum Revenue Per Member (Ln 3 + Ln 4)		11,650.00
6. Current Membership Avg (2023+.4ss, 2024+.4ss, 2025+.4ss)/3	(from left)	691
7. 2025-26 Rev Limit, No Exemptions (Ln7A + Ln 7B)	(rounded)	8,050,150
A. Max Rev/Memb x Cur Memb Avg (Ln 5 x Ln 6)	8,050,150	
B. Hold Harmless Non-Recurring Exemption	0	
8. Total 2025-26 Recurring Exemptions (A+B+C+D+E)	(rounded)	0
A. Prior Year Carryover	0	
B. Transfer of Service	0	
C. Transfer of Territory/Other Reorg (if negative, include sign)	0	
D. Federal Impact Aid Loss (2023-24 to 2024-25)	0	
E. Recurring Referenda to Exceed (If 2025-26 is first year)	0	
9. 2025-26 Limit with Recurring Exemptions (Ln 7 + Ln 8)		8,050,150
10. Total 2025-26 Non-Recurring Exemptions (A+B+C+D+E+F+G+H+I)		243,075
A. Non-Recurring Referenda to Exceed 2025-26 Limit	0	
B. Declining Enrollment Exemption for 2025-26 (from left)	209,700	
C. Energy Efficiency Net Exemption for 2025-26 (see pg 4 for details)	0	
D. Adjustment for Refunded or Rescinded Taxes, 2025-26	0	
E. Prior Year Open Enrollment (uncounted pupil[s])	11,621	
F. Reduction for Ineligible Fund 80 Expenditures ( <b>enter as negative</b> )	0	
G. Other Adjustments (Fund 39 Bal Transfer, <b>enter as negative</b> )	0	
H. WPCP and RPCP Private School Voucher Aid Deduction	21,754	
I. SNSP Private School Voucher Aid Deduction	0	
11. 2025-26 Revenue Limit With All Exemptions (Ln 9 + Ln 10)		8,293,225
12. Total Aid to be Used in Computation (12A + 12B + 12C + 12D)		5,785,682
A. 2025-26 <b>OCTOBER 15 CERTIFICATION OF GENERAL AID</b>	5,729,500	
B. State Aid to High Poverty Districts (\$0 per 2023 Act 19)	0	
C. State Aid for Exempt Computers (Source 691)	975	
D. State Aid for Exempt Personal Property (Source 691)	55,207	
<b>DISTRICTS MUST USE THE OCT 15 AID CERT WHEN SETTING THE DISTRICT LEVY.</b>		
13. Allowable Limited Revenue: (Line 11 - Line 12) (10, 38, 41 Levies)		2,507,543
14. Total Limited Revenue To Be Used (A+B+C)	Not >line 13	2,507,543
<b>Entries Required Below: Enter amnts needed by purpose and fund:</b>		
A. Gen Operations: Fnd 10 Src 211	2,461,066	(Proposed Fund 10)
B. Non-Referendum Debt (inside limit) Fund 38 Src 211	46,477	(to Budget Rpt)
C. Capital Exp, Annual Meeting Approved: Fund 41 Src 211	0	(to Budget Rpt)
15. Total Revenue from Other Levies (A+B+C+D)		1,471,738
A. Referendum Approved Debt (Fund 39 Debt-Src 211)	1,411,738	
B. Community Services (Fund 80 Src 211)	60,000	(to Budget Rpt)
C. Prior Year Levy Chargeback for Uncollectible Taxes (Src 212)	0	(to Budget Rpt)
D. Other Levy Revenue - Milwaukee & Kenosha Only	0	(to Budget Rpt)
16. Total Fall 2025 <b>REPORTED</b> All Fund Tax Levy (14A + 14B + 14C + 15)		3,979,281
<i>Line 16 is the total levy to be apportioned in the PI-401.</i>	Levy Rate =	0.00650359

**Districts are responsible for the integrity of their revenue limit data & computation.  
Data appearing here reflects information submitted to DPI and is unaudited.**

**DEPARTMENT OF PUBLIC INSTRUCTION  
2025-26 REVENUE LIMIT WORKSHEET**

Revenue Limit Summary		
Category		Amount
<b>Allowable Limited Revenue</b>		<b>2,507,543.00</b>
	Fund 10, PI-401	2,461,066.00
	Fund 38, PI-401	46,477.00
	Fund 41, PI-401	0.00
<b>Line 14 Total (Revenue Limit Levies)</b>		<b>2,507,543.00</b>
Over Levy		0.00
Under Levy		0.00
Carryover to FY26, if applicable		0.00
26-27 Base-Building Information		Amount
Total non-recurring exemptions (10 + 7B)		243,075.00
Levied total non-recurring exemptions*		243,075.00
*to be removed from next year's base		

2025-26 Per-Pupil Categorical Aid
In 2025-26, the Per-Pupil aid amount is <b>\$742</b> multiplied by the Current 3-Year Average which does NOT include Special Needs Voucher students, new charter students, or 2x charter students.
Per-Pupil revenue is coded to Source 695 (note new source code). The Per-Pupil Aid computation uses information from the district's Revenue Limit Computation, but is paid OUTSIDE of the Revenue Limit. See <a href="http://dpi.wi.gov/sfs/aid/categorical/per-pupil-aid">http://dpi.wi.gov/sfs/aid/categorical/per-pupil-aid</a> for more information.

# Boyceville Community School District

*Leading Today...Developing Excellence for Tomorrow!*

## BUDGET APPROVAL 2025-2026

Wednesday, October 22, 2025

### Approval of Expenses for the 2025-2026 Budget

<u>Fund</u>	<u>Description</u>	<u>Total</u>
10	General Fund	\$10,510,024
21	Activity Fund	\$200,000
27	Special Education	\$1,991,198
38	Non-Referendum Debt	\$46,477
39	Referendum Approved Debt	\$1,431,100
49	Capital Projects	\$4,250,000
50	Food Service	\$517,100
80	Community Service	\$43,612

**I move to approve the budget as outlined.**

(Roll call vote)



# Boyceville Community School District

*Leading Today...Developing Excellence for Tomorrow!*

## **BUDGET APPROVAL 2025-2026**

Wednesday, October 22, 2025

### **\*Setting the Levy**

I move to set the Fund 10 Levy at \$2,461,066;

the Fund 38 levy at \$46,477;

the Fund 39 levy at \$1,411,738;

and the Fund 80 levy at \$60,000; with a mill rate of 6.504%

(Roll Call Vote)

**\*Levy numbers as reflected on attached Revenue Limit Sheet – subject to change based on Board Discussion & Approval**



# Boyceville Community School District

*Leading Today...Developing Excellence for Tomorrow!*

## BUDGET APPROVAL 2025-2026

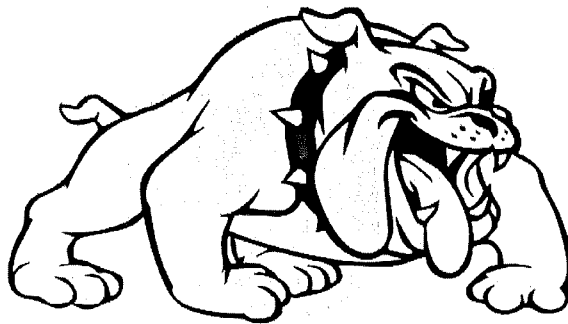
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# Boyceville Community School District

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## BUDGET APPROVAL 2025-2026

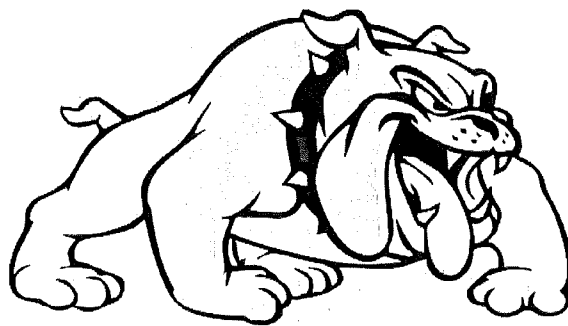
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and the Fund 80 levy at \$60,000; with a mill rate of 6.504%

(Roll Call Vote)

**\*Levy numbers as reflected on attached Revenue Limit Sheet – subject to change based on Board Discussion & Approval**



# BOYCEVILLE COMMUNITY SCHOOL DISTRICT

## Policy Updates for Board Approval

Vol. 34, No. 1, December 2024 Update

<b>1000</b>	Policy 1100 – District Organization
	Policy 1130 – Ethics and Conflict of Interest
	Policy 1241 – Non-Renewal or Termination of the District Administrator’s Contract
<b>2000</b>	Policy 2210 – Curriculum Development
	Policy 2270 – Religion in the Curriculum
	Policy 2271.01 – Start College Now Program
	Policy 2416 – Student Privacy and Parental Access to Information
	Policy 2440.01 – Summer or Interim School Attendance (NEW)
	Policy 2464 – Advanced Learning Instruction (“Gifted and Talented”) (REPLACEMENT)
<b>3000</b>	Policy 3214 – Staff Gifts (REPLACEMENT)
	Policy 3230 – Ethics and Conflict of Interest
	Policy 3281 – Personal Property of Staff Members
<b>4000</b>	Policy 4124 – Notice of Reasonable Assurance of Employment
	Policy 4214 – Staff Gifts (REPLACEMENT)
	Policy 4230 – Ethics and Conflict of Interest
<b>5000</b>	Policy 5113 – Open Enrollment Program (Inter-District)
	Policy 5330 – Administration of Medication/Emergency Care
	Policy 5136 – Personal Communication Devices
	Policy 5341 – Emergency Medical Authorization (RESCIND)
	Policy 5512 – Use of Tobacco and Nicotine by Students
	Policy 5611 – Due Process Rights (RESCIND)
Policy 5710 – Student Complaints (RESCIND)	
<b>6000</b>	Policy 6231 – Budget Implementation
	Policy 6235 – Fund Balance
	Policy 6620 – Petty Cash
<b>7000</b>	Policy 7410 – Maintenance
	Policy 7430 – Safety Standards
	Policy 7440 – Facility Security
	Policy 7440.02 – Smart Sensor and Monitoring Technology
	Policy 7540.03 – Student Technology Acceptable Use and Safety
	Policy 7540.04 – Staff Technology Acceptable Use and Safety
	Policy 7540.07 – District – Issued Student E-Mail Account
<b>8000</b>	Policy 8120 – Volunteers
	Policy 8125 – Consultants (NEW)
	Policy 8305 – Information Security
	Policy 8395 – Student Mental Health and Physical Health Services
	Policy 8531 – Free and Reduced-Price Meals
	Policy 8600 - Transportation

## **Policy Revisions**

### **Policy 1100 - District Organization (Revised)**

This policy has been clarified and previous optional language regarding consultants has been moved to new Policy 8125 - Consultants, and a reference to this policy is added to Policy 6320 - Purchasing.

Recommended for consistency with other policies.

### **Policy 1130 - Ethics and Conflict of Interest (Revised)**

### **Policy 3230 - Ethics and Conflict of Interest (Revised)**

### **Policy 4230 - Ethics and Conflict of Interest (Revised)**

These policies have been revised for consistency, incorporating restrictions on the supervision of a relative, and includes options involving outside employment or consulting.

The revisions are recommended for broader application and consistency with other policies.

### **Policy 1241 - Non-Renewal or Termination of the District Administrator's Contract (Revised)**

The title of the policy has been modified to more accurately reflect that the content specifically references the non-renewal or termination of the District Administrator. In addition, the policy has been modified to incorporate language consistent with the nonrenewal statute and references Policy 3140 as applicable to other administrators. (Policy 3140 is also revised as a technical correction to provide a cross-reference to this policy.)

Recommended for internal consistency.

### **Policy 2210 - Curriculum Development (Revised)**

This policy has been revised by removing language that is part of the education outcome goals and expectations included in Section 118.01 of the Wisconsin statutes and not the curriculum standards as outlined in PI 8 of the Administrative Code. The appropriate language is included in Policy 2131 - Educational Outcome Goals and Expectations. The legal citations has been updated to accurately reflect the curriculum standards in PI 8.

This revision is recommended to accurately reflect the curriculum standards.

### **Policy 2270 - Religion in the Curriculum (Revised)**

This policy is revised to add legal citations and to reflect the annual notice requirement in the law.

### **Policy 2271.01 - Start College Now Program (Revised)**

The policy is updated to reflect that, in addition to any tuition cost, the law requires that the District pay the costs of course fees and books to the same extent that a student who is attending the technical college and who is a resident of this State would be charged.

This revision is recommended.

### **Policy 2416 - Student Privacy and Parental Access to Information (Revised)**

This policy is updated to improve the arrangement of the policy provisions to be more user-friendly, and to update parental notification requirements.

### **Policy 2440.01 - Summer or Interim School Attendance (New)**

This new policy is provided to separate the attendance rules for summer session as requested in a recent School District membership audit. Options are included for establishing minimum hours or percentage of attendance for purposes of earning credits for applicable summer school courses.

Adoption of this policy is recommended.

### **Policy 2464 - Advanced Learning Instruction ("Gifted and Talented") (Replacement)**

This policy replaces the existing policy to account for significant revisions. The replacement policy includes new provisions, based on State-based statutory language and administrative regulations from the Wisconsin Department of Public Instruction. This policy was developed with the assistance of the Wisconsin Association for Talented and Gifted (WATG).

Adoption of this replacement policy is recommended.

**Policy 3214 - Staff Gifts (Replacement)**

**Policy 4214 - Staff Gifts (Replacement)**

These policies have been updated and restructured to present the more common scenarios involving gifts to or from staff.

Recommended but not required.

**Policy 3281 - Personal Property of Staff Members (Revised)**

Language has been added to this policy authorizing administration to require removal of inappropriate personal property from District premises.

Recommended for confirmation of such authority.

**Policy 4124 - Notice of Reasonable Assurance of Employment (Revised)**

This language in this policy has been modified to be more consistent with State statute.

Recommended for consistency with statute.

**Policy 5113 - Open Enrollment Program (Inter-District) (Revised)**

This policy is revised to incorporate verbiage regarding requirements to review a special education student's IEP to determine both space and service availability.

Adoption of this is recommended, and because this involves handling open enrollment applications, strongly recommended to improve a District's ability to successfully defend a decision to deny open enrollment.

**Policy 5330 - Administration of Medication/Emergency Care (Revised)**

This policy option is added pursuant to 2023 Wisconsin Act 195, effective March 2024, which permits a school to develop a plan to have available the use of bronchodilators, provided by prescription to the school. Doing so is voluntary, but provides the ability to protect students with severe asthma. Administration of a bronchodilator by school staff to a student must be consistent with the plan, involve staff training, and be administered only to students who have a prescription for their use.

**Policy 5341 - Emergency Medical Authorization (Rescind)**

This policy is rescinded because its contents are fully incorporated into Policy 5330 - Administration of Medication/Emergency Use.

Rescinding this policy is recommended to avoid confusion and duplication, as well as to remove a misleading reference to parental consent to provide emergency care to a student, which is not required by law.

**Policy 5512 - Use of Tobacco and Nicotine by Students (Revised)**

The policy revisions are offered in consultation with representatives from the American Lung Association to provide options for incorporating smoking cessation programs into the student intervention process, as opposed to strictly punitive measures. Also added is a more descriptive policy position to promote respect for Native American ceremonial tobacco usage.

These recommendations are not required.

**Policy 5611 - Due Process Rights (Rescind)**

This policy is rescinded because its contents are already included in the more applicable Policy 5610 - Suspension and Expulsion.

Rescinding this policy does not diminish any student rights, but rather eliminates the potential for two (2) separate policies to become inconsistent over time and as a result impair students' and school officials' efforts to apply the student and parental rights associated with the disciplinary process.

**Policy 5710 - Student Complaints (Rescind)**

This policy is rescinded to avoid confusion regarding sources of student opportunities to raise concerns or complaints through appropriate channels. The concept of student participation in improving the educational environment is important. This policy identifies those sources, but inadvertently creates the impression of a separate complaint procedure created by this policy. Policy 9130 - Public Requests, Suggestions, or Complaints is the comprehensive policy for addressing any issues not addressed by another specific policy such as nondiscrimination or harassment among others.

Similar to the rescission of Policy 5611 - Due Process Rights, this policy serves to create possible confusion as to the proper procedure to follow in the event of a student complaint. Such confusion reduces the students' access to consistent predictable ameliorative procedures to address any complaints.

**Policy 6231 - Budget Implementation (Revised)**

This policy is revised to clarify language regarding fund balance expenditures consistent with current practices.

Recommended but not required.

**Policy 6235 - Fund Balance (Revised)**

This policy is updated to include additional rationale and options for a District's management of fund balances.

Recommended but not required.

**Policy 6620 - Petty Cash (Revised)**

This policy has been updated and simplified and provides an option for a petty cash fund limit.

Recommended but not required.

**Policy 7410 - Maintenance (Revised)**

Terminology in this policy has been updated and clarified.

Recommended but not required.

**Policy 7430 - Safety Standards (Revised)**

This policy has been revised to clarify what information is required to be reported to the Board.

Recommended for consistency with statutory requirements.

**Policy 7440 - Facility Security (Revised)**

The revisions to this policy clarify law enforcement contact and remove optional language.

Recommended for clarity in application.

**Policy 7440.02 - Smart Sensor and Monitoring Technology (Revised)**

This revision updates the title to better describe current technology and adds a definition corresponding to same.

**Policy 7540.03 - Student Technology Acceptable Use and Safety (Revised)**

**Policy 7540.04 - Staff Technology Acceptable Use and Safety (Revised)**

These policies are updated to reflect new requirements by the FCC in a District's Acceptable Use Policy.

These changes are recommended for legal compliance if the District receives Federal E-Rate funds through the Universal Service Program.

**Policy 7540.07 - District-Issued Student E-Mail Account (Revised)**

This policy is revised to include optional language regarding use of District-issued email addresses on other media accounts.

Recommended for current and comprehensive application.

**Policy 8120 - Volunteers (Revised)**

This policy is revised to clarify options regarding volunteer background checks and statutory requirements to conduct background checks on Board member's who volunteer.

Reference to the use of software intake systems (e.g. Raptor) is also added for those Districts that use such software.

**Policy 8125 - Consultants (New)**

This new policy is added to provide clear direction from the Board to administration regarding the scope of authority and process to engage a variety of educational consultants that provide services to support the schools' programming.

Adoption of this policy is recommended.

**Policy 8305 - Information Security (Revised)**

This policy revision provides cross-references to related policies, and includes additional language regarding limitations on the public discussion of cyber-security measures.

These revisions are recommended, but not required.

**Policy 8395 - Student Mental and Physical Health Services (Revised)**

This policy is revised to reflect the provision of both mental and physical health services in school, both through school resources (i.e., student services, guidance services, and school nursing services). The policy is also updated to better reflect the option for arrangements for on-site health services provided by outside agencies, either in-person or virtually, as supplementary to services provided by school staff.

Adoption of these revisions is recommended, but not required.

**Policy 8531 - Free and Reduced-Price Meals (Revised)**

This policy revision is provided to allow for circumstances where a District may have one (1) or more of its schools qualify for the CEP program but others that do not. By incorporating the CEP option as part of the general policy language, the policy will not need to be updated in the event a District's school or schools become eligible.

This revision is recommended, but not required. If your District has any school that qualifies for the CEP option, this revision is strongly recommended.

**Policy 8600 - Transportation (Revised)**

This policy revision clarifies the transportation obligations for a student with a disability as defined in their individualized education program (IEP).

This revision is recommended, but not required. If not adopted, transportation for students receiving special education services must still be provided consistent with the students' IEP.

**Last Modified by Alesha Kersten on June 24, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	DISTRICT ORGANIZATION
Code	po1100 - AK 8/29/25
Status	First Reading
Adopted	January 14, 2004

1100 - **DISTRICT ORGANIZATION**

The Board of Education recognizes that the grouping of grades and services within the facilities of the District can assist the efficient operation of the District and help achieve a more effective instructional program.

The District Administrator shall continually monitor the effectiveness of the District organizational plan and recommend to the Board such modifications in the plan which are in the best interests of the students, make wisest efficient use of District resources, and serve the educational goals of the Board. Any reconfiguration of the grouping of grades, the use of buildings, or revision of services as part of the District's instructional program shall require Board approval.

~~Modifications in the organizational plan of the schools may be made by the Board upon the recommendation of the District Administrator.~~

The District Administrator shall be the chief executive officer administrative head of the School District. The District Administrator shall define and recommend those administrative positions required to implement the educational system and program of learning established by the Board. In each case, the Board will approve the broad purpose and function of the position in harmony with State law and regulations. Any revision of the District's administrative organizational structure shall require Board approval.

Responsibility shall flow clearly from the District Administrator through the administrative staff administrators to the operational personnel in a manner consistent with the District's plan of supervision for staff.

It shall be the responsibility of the District Administrator to determine the need for and define operational requirements sufficient to ensure the smooth effective functioning of the District. Maintenance of an efficient, skilled, operational staff is essential to the effective performance of the system.

~~It is the Board's intent to maintain an operational and technical staff with a high level of competence.~~

~~On occasion, the District Administrator may find it necessary to recommend to the Board the employment of specialists or consultants to maintain or support programs implemented by the District in areas requiring specialized knowledge. These positions will be considered by the Board on the merits of their potential contribution to the School District and the specific conditions of the stated contract or agreement.~~

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Legal 118.24, Wis. Stats.

Last Modified by Alesha Kersten on August 29, 2025

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	ETHICS AND CONFLICT OF INTEREST
Code	po1130 - AK 8/29/25
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 16, 2022

### 1130 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members, and the District's administrative employees, officers, and agents, and is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines that are designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all administrative employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all administrative employees, officers, and agents. Administrative employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No administrative employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ **the employee's, officer's, or agent's** duties and responsibilities in the school system. Specifically, administrative employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. **Administrative employees shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.**
- C. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or anything of substantial value or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the administrator's regular duties;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. the use, sale, or improper divulging of any privileged information ~~through his/her access to School District records~~, about a student or client, ~~gained~~ **granted** in the course of the ~~administrative employee's, officer's,~~ or agent's employment or professional relationship with the School District **through their access to School District records;**

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. ~~Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.~~ Administrative employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

Administrative employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

- G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Administrative employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary actions.

No administrative employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the administrator will receive compensation for such outside activity or not, without first providing notice to the District Administrator, or in the case of the District Administrator, such notice must be provided to the Board.

In the event that, within the course of administering a Federally funded grant program or service to the District, an administrative employee identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the administrative employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agency's rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an administrative employee to otherwise use ~~his/her~~ the employee's public position to obtain a financial gain or anything of substantial value for ~~himself/herself/oneseif~~ or ~~his/her~~ the employee's immediate family, as defined in 19.42(7), Wis. Stats.

Revised 1/6/17  
Revised 4/17/19  
Revised 7/15/20  
Revised 11/18/20

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Legal                            19.42(7), 19.59, 946.13, Wis. Stats.  
   2 C.F.R. 200.12, 2 C.F.R. 200.113, 2 C.F.R. 200.318  
   7 C.F.R. 3016.36(b)(3) and 7 C.F.R. 3019.42

**Last Modified by Alesha Kersten on August 29, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	CURRICULUM DEVELOPMENT
Code	po2210 - 8/29/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	June 12, 2024

## 2210 - **CURRICULUM DEVELOPMENT**

The Board recognizes its responsibility for the quality of the educational program of the schools. To this end, a District curriculum plan shall be developed, evaluated, and adopted. The plan shall include overall program evaluation processes that provide for evaluation on a continuing basis and shall provide for the review of the evaluation process at least every five (5) years. The District curriculum plan shall include sequential curriculum plans, which provides an organized set of learning experiences that build upon previously acquired knowledge and skills.

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

- A. the courses of study, subjects, classes, and organized activities provided by the school;
- B. all the planned activities of the schools, including formal classroom instruction and out-of-class activity, both individual and group;

The Board directs that the curriculum of this District:

- A. provide instruction in courses consistent with statute and regulations of the Department of Public Instruction or appropriate State agency;
- B. ensure, consistent with 115, Wis. Stats., and other applicable Federal and State laws and regulations, that special learning needs of students are provided for in the context of the regular program or classroom and provides for effective coordination with programs or agencies that are needed to meet those needs that cannot be dealt with in the regular program or classroom;
- C. be consistent with and designed to achieve the District's philosophy and goals;
- D. incorporate State-recommended performance standards for students as the basis for determining how well each student is achieving curriculum objectives;
- E. allow for the development of individual talents and interests as well as recognizes that learning styles of students may differ;
- F. provide a strategy for continuous and cumulative learning through effective articulation at all levels, particularly of those skills identified as essential and life-role skills;
- G. utilize a variety of learning resources to accomplish the educational goals;
- H. encourage students to utilize school counseling services in their academic and career planning;
- I. in the elementary grades, provide regular instruction in reading, language arts, social studies, mathematics, science, health, physical education, art and music;
- J. in grades 5 to 8, provide regular instruction in language arts, social studies, mathematics, science, health, physical education, art and music;

- K. in grades 9 to 12, provide access to an educational program that enables students each year to study English, social studies, mathematics, science, vocational education, foreign language, physical education, art and music;
- L. provide regular instruction in foreign language in grades 7 and 8;
- M. in one (1) of grades 5 to 8 and in one (1) of grades 10 to 12, provide students with the instruction on shaken baby syndrome and impacted babies described in 253.15 (5), Wis. Stats.;
- N. incorporate instruction in financial literacy into the curriculum in grades kindergarten to 12;
- O. at least once in grades 5 to 8 and at least once in grades 9 to 12, include instruction on the Holocaust and other genocides;
- P. provide that, in the social studies curriculum, instruction in the history, culture, and tribal sovereignty of Federally-recognized American Indian tribes and bands located in Wisconsin takes place at least twice in the elementary grades and once in the high school grades;
- Q. ~~provide for multi-cultural education by including, at each level, courses or units which help students understand the culture and contributions of various ethnic groups comprising American society, including, but not limited to Euro-Americans, African Americans, Asian Americans, Hispanic Americans, and Native Americans.~~

The District Administrator shall make progress reports to the Board periodically.

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

Revised 7/15/20  
Revised 8/17/22  
Revised 7/19/23  
T.C. 6/12/24

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Legal 118.01, 118.24, 118.30, 121.02(1)(k) and (L), Wis. Stats.  
PI 8.001(6g)  
PI PI 8.01(2)(K)

**Last Modified by Alesha Kersten on August 29, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	RELIGION IN THE CURRICULUM
Code	po2270 - 8/29/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

## 2270 - RELIGION IN THE CURRICULUM

As a public entity, the District must comply with the U.S. Constitution's First Amendment requirement that the District neither establishes religion in the schools nor prohibits students' free exercise of religion according to pertinent interpretation and application of those Constitutional provisions by the Courts. Accordingly, no Board employee will promote religion in the classroom or in the District's curriculum, or compel or pressure any student to participate in devotional exercises. Displays of a religious character must conform with Policy 8800 - Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances. Instructional activities shall not be permitted to advance or inhibit any particular religion or religion generally. Teachers shall forward requests for religious accommodation in instruction to the Principal.

An understanding of religions and their effects on civilization is essential to the thorough education of young people and to their appreciation of a pluralistic society. To that end, curriculum may include, as appropriate to the various ages and attainments of the students, instruction about the religions of the world.

The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools sometimes contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references or may concern such issues, shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of the student's religion. However, if after careful personal review of the program's lessons and/or materials, a ~~parent~~ **parent student or parent of a minor student** indicates to the school that either the content or activities conflict with the **student's or parent's** religious beliefs or value system, the school will honor a written request for the parent's child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent-requested absence.

The District's instructional materials shall not be designed to influence students to accept or reject a particular religious belief or point of view, ~~and the District Administrator shall prepare administrative guidelines to that effect.~~

Complaints by students or the public regarding any such course of study will be handled in accordance with Board Policy 9130 - Public Requests, Suggestions, ~~and~~ **Complaints**. **Parents and students shall be provided annual notice regarding the contents of this policy.**

See Reference: Policy 8800 - Religious Activities and Observances, and Policy 8802 - Patriotic Activities and Observances.

Revised 2/21/19  
Revised 4/17/19  
T.C. 2/19/25

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Legal                            115.28(31), Wis. Stats.  
    PI 41  
    U.S. Constitutional Amendment 1

**Last Modified by Alesha Kersten on August 29, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	START COLLEGE NOW PROGRAM
Code	po2271.01 - 8/29/25 AK
Status	First Reading
Adopted	February 21, 2019
Last Revised	July 15, 2020

### 2271.01 - **START COLLEGE NOW PROGRAM**

The District will permit resident high school students who have completed the 10<sup>th</sup> grade and who meet eligibility criteria, to take courses at a technical college in the Wisconsin Technical College System for the purpose of earning both high school and postsecondary credit. Students who wish to attend a technical college under this policy must request attendance and, if the student is a minor, must provide written approval from the student's parent. Students must request such attendance from the student's resident school district if attending the District as a non-resident.

#### **General Eligibility Criteria for Students that Have Completed the 10<sup>th</sup> Grade:**

To be eligible to attend courses at a technical college pursuant to this policy, a student:

- A. must be in good academic standing;
- B. must provide written notification to the board of the school district in which the student resides of ~~his/her~~ **the student's** intent to attend a technical college under this subsection by March 1st if the student intends to enroll in the fall semester, and by October 1st if the student intends to enroll in the spring semester;
- C. must not be identified as a child-at-risk, pursuant to Policy 5461 **- Children At-Risk of Not Graduating from High School**;
- D. must not be ineligible for participation for having failed a previous class under ~~either this program or the Early College Credit Program (Policy 2271)~~ and failing to reimburse the Board for any costs the student is required to pay; and
- E. must be admitted to the technical college for attendance.

#### **Undue Financial Hardship**

The Board may prohibit a student's attendance if the student is a child with a disability and the Board determines that the cost to the School District of any required additional special services for participation in this program would impose an undue financial burden on the District.

#### **Tuition Payments for Technical College Attendance**

The District shall pay to the technical college the cost of a student's tuition for attendance, including any additional costs associated with a student's special services, if applicable, if attendance is permitted, except as follows:

- A. For any course that the Board determines does not meet high school graduation requirements or the Board determines the District provides a comparable course. The student may appeal an adverse decision to the Department of Public Instruction. The Board shall notify the student no less than thirty (30) **calendar** days prior to the start date of the proposed course if it finds that the course either does not meet high school graduation requirements or is comparable to a course offered in the District.
- B. The student has already completed eighteen (18) post~~se~~<sup>57</sup>secondary semester credits.

**Other Instructional Costs in Addition to Tuition**

The District shall pay all costs for course fees and books that would be paid by a Wisconsin resident attending the technical college, provided that the course is not comparable to a course offered by the District.

**(X) Reimbursement for Course Failing Grade**

If a student receives a failing grade in a course or fails to complete a course, at a technical college for which the Board has made payment, the student's parent, or the student if the student is an adult, may be required by the Board to reimburse the Board the amount paid on the student's behalf to the extent permitted by law to do so. For the purposes of this paragraph, a grade that constitutes a failing grade for a course offered in the School District constitutes a failing grade for a course taken at a technical college under this section.

**Transportation Expenses**

The District is not responsible for transporting a student attending a technical college under this policy to or from the technical college that the student is attending.

T.C. 7/14/20

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Legal 38.12(14), Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION
Code	po2416 - 8/29/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

## 2416 - **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

The Board respects the privacy rights of parents and their children.

### **Surveys Requiring Consent**

No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

### **Parent's Right to Inspect Surveys**

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

Consistent with parental rights, the Board directs building and program administrators to:

- A. notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. allow the parents the option of excluding their student from the activity;

- C. report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. treat information as identified in A-H above as any other confidential information in accordance with Policy 8350 - Confidentiality and Policy 8330 - Student Records.

### Student Privacy

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

### Personal Information for Marketing or Sale

The Board shall not collect or use personal information obtained from students or their parents for the purpose of marketing or for selling that information. For purposes of this section, "personal information" means individually identifiable information including: a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

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

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

### Notice Requirements

The District Administrator is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the District Administrator is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

The notice shall provide the following:

- A. Notice of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:
  - 1. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose);
  - 2. the administration of any survey by a third party that contains one or more of the items described in A through H above.
- B. The opportunity for the parents to opt their child(ren) out of participation in any survey involving any of the items above.

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. The parent will have access to the instrument within a reasonable period of time after the request is received by the building principal.

The term "personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; and a Social Security identification number.

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

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

### Parent Rights - Inspection of Materials

Parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

### Definitions

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

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Revised 8/28/06

Revised 3/17/21

Revised 3/15/23

T.C. 1/10/24

T.C. 2/19/25

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20 U.S.C. 1232g, 20 U.S.C. 1232h

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	New Policy - Vol. 34, No. 1, Dec. 2024 - SUMMER OR INTERIM SCHOOL ATTENDANCE
Code	po2440.01 - 8/29/25 AK
Status	First Reading

2440.01 - **SUMMER OR INTERIM SCHOOL ATTENDANCE**

The brief duration of summer or interim school makes regular attendance imperative. Students enrolled in summer school are expected to attend all class periods for classes in which they are enrolled. **[Drafting Note: The choice of attendance requirements in the options below may take into account hours of attendance for District funding needs.]**

] The Board may establish minimum attendance requirements for any classes taken for credit.

~~] Students enrolled in summer school are expected to attend all class periods and are required to maintain at least a \_\_\_\_\_ (\_\_\_%) attendance record in order to receive credit towards graduation or to qualify to take a competency test.~~

**[END OF OPTIONS]**

Attendance exceptions may be granted only by the Principal and are limited to absences to participate in school-sponsored activities or in cases of emergency. When an exception is made, the student must still complete all required coursework.

Students may be excused from summer school attendance when a request is made by the student's parent. The school will attempt to contact the parent on the student's second day of absence if the parent has not notified the school of the student's absence.

Each parent, or adult student, must notify the school in writing if the student withdraws from the course at any time. Withdrawal will result in the student receiving no credit for the course.

The school shall maintain an accurate record of summer school attendance, late enrollments, and withdrawals.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	PROGRAMS FOR GIFTED AND TALENTED STUDENTS
Code	po2464 - 8/29/25 AK
Status	First Reading
Adopted	January 14, 2004

## 2464 - **PROGRAMS FOR GIFTED AND TALENTED STUDENTS ADVANCED LEARNING INSTRUCTION ("GIFTED AND TALENTED")**

In accordance with the philosophy of the Board of Education to develop the special abilities of each student, the Board requires that appropriate instructional programs be conducted to meet the needs of gifted and talented students.

Gifted and talented students are those who give evidence, through valid assessment, of high performance capability in intellectual, creative, artistic, leadership, and/or other academic areas and who need services or activities not ordinarily provided in the regular District program in order to develop such capabilities.

The Board recognizes that at any grade level, students have a diverse range of learning needs, with some students requiring instruction and content above grade level standards. The Board further recognizes its responsibility to provide a strong instructional program that results in the academic and social emotional growth of all students, including its advanced learners ("gifted and talented students"), in accordance with Wisconsin law.

Advanced learning focuses on identifying the instructional needs of students within the K-12 grade level system. Advanced learners (gifted and talented) are defined as students who give evidence of high performance capability or potential in any one (1) or more of five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. These students need instruction not ordinarily provided in a regular school program or assigned grade level in order to fully develop such capabilities.

The Board shall direct the District Administrator to establish a plan and designate a person to coordinate advanced instruction in a systematic and continuous K-12 progression. Instructional options should be designed to match students' learning needs in the domain(s) in which they are identified. The Coordinator should have background and training in gifted education and/or advanced learning, and all instructional staff will be provided with professional learning specific to the needs of advanced learners. The District Administrator shall provide an opportunity for parental participation in the identification process and resultant programming at both the District level and the school level.

### **IDENTIFICATION**

Advanced learners (gifted and talented pupils) shall be identified in kindergarten through grade 12 in the five (5) domains: general intellectual, specific academic, leadership, creativity, and visual and performing arts. **(X)** Universal screening should occur before second grade, and again before sixth grade. The purpose of universal screening is to include students who traditionally are underrepresented in advanced learning opportunities. The identification process shall result in a student profile based on multiple indicators of student need, including but not limited to standardized test data with use of both national and local norms, rating scales or inventories, classwork, portfolios, nominations, and demonstrated performance. Identification tools shall be appropriately matched to each domain in which students are being identified. The identification process and tools shall be responsive to factors such as, but not limited to, pupils' economic conditions, race, gender, culture, native language, developmental differences, and identified disabilities (as described under subch. V of ch. 115, Stats.)

### **INSTRUCTION**

The District Administrator shall provide access to appropriate instruction for students identified as advanced learners (gifted or talented) that results in their continued academic growth and development. This instruction shall be provided during the regular school day and without charge for tuition. Classroom-based, school-based, and/or District-wide advanced interventions should include evidence-based practices appropriate for the instruction of advanced learners.

Instruction for advanced learners should include opportunities both within and outside the established grade level curriculum. Such opportunities may include but are not limited to, classroom differentiation, curriculum compacting, above grade level instruction, acceleration in an individual subject, full grade acceleration, cluster grouping and flexible grouping, faster pace and greater depth of instruction, academic enrichment, early admission to kindergarten or first grade, concurrent enrollment at accredited institutions, and early graduation.

### **DOCUMENTATION AND EVALUATION**

Identification will be documented for each student indicating for which domain(s) they are identified as an advanced learner and what instruction and opportunities were provided.

The District Administrator will evaluate the effectiveness of identification and programming for advanced learners through ongoing data analysis to measure both the growth of individual students and the consistent implementation of advanced learning instruction and opportunities across all K-12 schools.

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Legal                            118.35, Wis. Stats.  
   121.02(1)(t), Wis. Stats.  
   8.01(2)(t)2 Admin. Rule

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	STAFF GIFTS
Code	po3214 - 8/29/25 AK
Status	First Reading
Adopted	January 14, 2004

### 3214 - **STAFF GIFTS**

~~The Board of Education considers the presentation of gifts to professional staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of seeking favor.~~

~~Based on the foregoing premise, it is the policy of the Board that professional staff members may accept gifts of nominal value from students or parents.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid the embarrassment of students who are unable or whose parents are unable or unwilling to provide professional staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 1130/Policy 3230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	Copy of ETHICS AND CONFLICT OF INTEREST
Code	po3230 - 8/29/25 AK
Status	First Reading
Adopted	February 21, 2019
Last Revised	February 16, 2022

### 3230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and the District's employees, officers, and agents is essential to the Board's commitment to earn and keep the public's confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all professional employees, officers, and agents. Professional employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District, or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No professional employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her the employee's, officer's, or agents duties and responsibilities in the school system. Specifically, professional employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Professional employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records; the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- E. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.
- Professional employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 3139 - **Staff Discipline**.

No professional staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any professional employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use **his/her the employee's** public position to obtain a financial gain or anything of substantial value for **himself/herself oneself** or **his/her the employee's** immediate family, as defined in 19.42(7), Wis. Stats.

Revised 7/15/20  
Revised 11/18/20

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Legal 19.59, 19.42(7), 946.13, Wis. Stats. <sup>67</sup>

- 2 C.F.R. 200.12
- 7 C.F.R. 3019.42
- 2 C.F.R. 200.113
- 2 C.F.R. 200.318
- 7 C.F.R. 3016.36(b)(3)

**Last Modified by Alesha Kersten on August 29, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281 - 8/29/25 AK
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 10, 2024

**3281 - PERSONAL PROPERTY OF STAFF MEMBERS**

Employees may bring personal property **with administration permission**, including personal communication devices, to school either for reasons associated with ~~professional employment~~ responsibilities or for use during off-duty time (see Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices) ~~in accordance with the Employee Handbook~~. The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on ~~Board District~~ property. **Administrators are authorized to direct employees to remove inappropriate personal property from District premises.**

T.C. 1/10/24

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	LETTER OF REASONABLE ASSURANCE
Code	po4124 - 8/29/25 AK
Status	First Reading
Adopted	September 19, 2005
Last Revised	May 16, 2016

4124 - **LETTER NOTICE OF REASONABLE ASSURANCE OF EMPLOYMENT**

~~Support~~ Prior to the conclusion of each school year, support staff employed in instructional year positions ~~less than year-~~  
~~round positions~~ shall be ~~issued~~ notified, in writing, ~~a letter~~ of reasonable assurance of continued employment for the  
subsequent ~~school~~ year ~~or term~~ when such employment is anticipated.

A school year employee of an educational institution who performs services other than in an instructional, research, or  
principal administrative capacity is ineligible for benefits based on such services for any week of unemployment which  
occurs during a period between two (2) successive academic years or terms if the school year employee performed such  
services for any educational institution in the first such year or term and there is reasonable assurance that the  
employee will perform such services for any educational institution in the second such year or term.

Revised 4/21/14

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Legal 108.04 (17)(d), Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	STAFF GIFTS
Code	po4214 - 8/29/25 AK
Status	First Reading
Adopted	January 14, 2004

#### 4214 - **STAFF GIFTS**

~~The Board of Education considers the presentation of gifts to support staff members by students and their parents an undesirable practice because it tends to embarrass students with limited means and gives the appearance of seeking favor.~~

~~Based on the foregoing premise, it is the policy of the Board that support staff members may accept gifts of nominal value from students or parents.~~

~~The District Administrator may approve acts of generosity to individual staff members in unusual situations.~~

~~Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered service for a period of time.~~

The Board generally discourages the presentation of gifts to staff members by students and their parents to avoid the appearance of favoritism and to avoid embarrassment of students who are unable or whose parents are unable or unwilling to provide support staff with gifts.

Teachers may accept only gifts of nominal value (the amount as defined in Policy 4230 - Ethics and Conflict of Interest) from students and their parents, or token items often distributed by companies through their public relations or marketing programs. Other gifts must be graciously declined for compliance with this policy.

It shall not be considered a violation of this policy for an employee to receive entertainment, food, refreshments, meals, health screenings, amenities, or beverages that are provided in connection with a conference sponsored by an established or recognized educational organization, or as may be approved by the District Administrator.

Gifts that are intended for the benefit of the District shall be referred to the District Administrator for proper processing in accordance with Policy 7230 - Gifts, Grants, and Bequests.

The District Administrator may approve acts of generosity to individual staff members in special situations.

Upon the recommendation of the District Administrator, the Board shall consider, as appropriate, the presentation of recognition gifts to members of the staff who have rendered service for a period of time.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	ETHICS AND CONFLICT OF INTEREST
Code	po4230 - 8/29/25 AK
Status	First Reading
Adopted	February 21, 2019
Last Revised	February 16, 2022

#### 4230 - ETHICS AND CONFLICT OF INTEREST

The proper performance of school business is dependent upon the maintenance of unusually high standards of honesty, integrity, impartiality, and professional conduct by Board members and District's employees, officers, and agents is essential to the Board's commitment to earn and keep public confidence in the School District.

For these reasons, the Board adopts the following guidelines designed to avoid the occurrence or appearance of any conflicts of interest. These guidelines apply to all District employees, officers, and agents, including members of the Board. These guidelines are not intended to be all-inclusive, nor to substitute for good judgment on the part of all support employees, officers, and agents. Support employees are expected to perform their duties in an ethical manner and free from an actual conflict of interest or from situations that create the appearance of a conflict of interest, in a manner consistent with 19.59, Wis. Stats. The Board's interest in enforcing this policy is to assure that the decisions and actions of public employees retain the public's trust. Therefore, even a conflict relationship that can be viewed as beneficial to the District or that was intended to be beneficial to the District, may still be a violation of this policy.

- A. No support employee, officer, or agent shall engage in or have a personal or financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with ~~his/her~~ the employee's, officer's, or agent's duties and responsibilities in the school system. Specifically, support employees must perform their duties in a manner that does not violate criminal conflict of interest laws pursuant to 946.13, Wis. Stats. by having a private pecuniary interest in an amount that exceeds \$15,000, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private pecuniary interest and/or benefit.
- B. Support staff employees, officers, or agents shall not directly supervise a relative employed by the District or employed in a position contracted for by the District.
- C. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, anything of substantial value, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

Included, by way of illustration, rather than limitation are the following:

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties;
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees;
3. ~~the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records~~ the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through their access to School District records;

4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals;
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations.
- D. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- E. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- F. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the support employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.
- Support employees, officers, and agents may not solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.
- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to discipline in accordance with Policy 4139 - **Staff Discipline**.

No support staff employee may accept or engage in any employment, consulting, advising, or other professional activity with any organization other than the District, whether the employee will receive compensation for such outside activity or not, without first providing notice to the District Administrator.

In the event that, within the course of administering a Federally funded grant program or service to the District, any employee that identifies a conflict of interest, a potential conflict of interest, or that the appearance of a conflict of interest may arise in the course of administering the Federal grant funds, the employee must immediately notify either the Federal agency administering the grant in a manner consistent with that particular agencies rules on conflict of interests, or the District employee directly responsible for grant compliance. Such notice shall be provided at the earliest possible time.

It is a violation of this policy to take action or to refrain from taking action, or for an employee to otherwise use **his/her the employee's** public position to obtain a financial gain or anything of substantial value for **himself/herself oneself** or **his/her the employee's** immediate family, as defined in 19.42(7), Wis. Stats.

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Legal 19.59, 19.42(7), 946.13, Wis. Stats. 79

- 2 C.F.R. 200.12
- 2 C.F.R. 200.113
- 2 C.F.R. 200.318
- 7 C.F.R. 3016.36(b)(3)
- 7 C.F.R. 3019.42

**Last Modified by Alesha Kersten on August 29, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	OPEN ENROLLMENT PROGRAM (INTER-DISTRICT)
Code	po5113 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	January 10, 2024

### 5113 - **OPEN ENROLLMENT PROGRAM (Inter-District)**

The District will participate in the Wisconsin Public School Open Enrollment Program in accordance with applicable law and the relevant policies and rules of the District, all as amended from time-to-time.

#### **DEFINITIONS**

The following definitions will apply to the District's Open Enrollment Program.

##### **A. Non-Resident District**

A school district located in Wisconsin which is not a student's district of residence.

##### **B. Non-Resident Student**

A student who does not reside within the geographic boundaries of the District and who seeks admission to this District under the Open Enrollment Program.

##### **C. Tuition Student**

A non-resident student who attends school in the District and pays tuition in accordance with State law.

##### **D. Full-Time Enrollment**

A student is enrolled for the entire school day and receives all of his/her required education in this District.

##### **E. Class Size**

The District's determination of the maximum number of students who can be accommodated properly in a particular classroom without jeopardizing the quality of the instructional program and mitigating circumstances for a particular school, class, or program, including enrollment projections established by the District Administrator.

##### **F. Program Size**

The enrollment or size restrictions in a specific program within a class or building. The District reserves the exclusive right to establish program size and to limit enrollment based upon the capability to properly allocate available resources, create and maintain a proper learning environment, and comply with contracts, grants, and applicable laws and regulations.

##### **G. Resident Student**

A student who is a resident of this District and is consequently entitled to attend school in this District in accordance with Policy 5111 - Eligibility of Resident/Non-resident Students.

##### **H. Absences (Excused and Unexcused)**

75

See Policy 5200 - Attendance.

#### **I. Truancy and Habitual Truancy**

See Policy 5200 - Attendance.

#### **J. Part of the School Day**

See Policy 5200 - Attendance.

#### **K. Tardiness**

See Policy 5200 - Attendance.

### **FULL-TIME OPEN ENROLLMENT**

#### **A. Annual Space Determinations**

During a January meeting, the Board shall establish the availability of space by determining the number of regular education and special education spaces in the schools, programs, classes, or grades. In setting space availability, the Board may choose to set no limitations or may set limits on availability using the following criteria:

1. District practices, policies, procedures, or other factors regarding class size ranges for particular programs or classes.
2. District practices, policies, procedures, or other factors regarding faculty-student ratio ranges for particular programs, classes, or buildings.
3. Enrollment projections, which account for factors that include but are not necessarily limited to, likely short and long term economic development in the community, housing starts, current and future needs for special programs, laboratories, or other initiatives.

In establishing current enrollment numbers for open enrollment availability purposes, ~~the Board does not guarantee open enrollment approvals to any non-resident students.~~ the Board shall guarantee open enrollment approvals for all currently attending students.

4. If the Board determines that no special education space is available in any grade or program, the District must still review each student's IEP in its entirety to determine the following:
  - a. whether the District has space available in the special education and related services required in the student's IEP;
  - b. whether the District has special education and related services available as required in the student's IEP.
- 5.

#### **B. Processing of Open Enrollment Applications**

A parent of a nonresident student may submit an application to attend school in the District during the applicable regular open enrollment period or through the alternative open enrollment process. The application must be submitted using the form designated by the Wisconsin Department of Public Instruction.

Upon receipt of an application, the District Administrator shall confirm that the application is complete or request that it be completed before being further considered.

Parents shall be notified of the determination on their applications on or before the first Friday following the first Monday in June following receipt of the application, or within the timeframe otherwise established by law. If approved, the parent shall be notified of the approval and the specific assignment within the District. If, upon enrollment, the student is appropriately placed in a different grade level, the student shall be so assigned unless applications for that grade level have been denied or there is no longer space available at that grade level.

Any notice of a decision to deny shall include the following:

1. Specific reason(s) for denial and whether the student has been placed on the waiting list.

2. Notice of the parents' right to appeal, the address to send the appeal, and information on where to locate the form required for appeal.

### **Application of Space Determinations and Random Selection Process**

If there are more applications than spaces, the Board will fill the available spaces by random selection. Random selection shall be conducted among the student applications for each grade level. The order of grade level selection shall also be randomly determined. The following considerations will be included in the random selection process:

1. Preferences

- a. If the Board has not guaranteed approval in its determination of space availability to currently attending students, it shall grant preference to such students in the random selection process.
- b. If the Board has not guaranteed approval in its determination of space availability to the siblings of currently attending students, it shall grant preference to such students in the random selection process.

If in any selection process there are more students eligible for preferred treatment than there are spaces available, the Board shall conduct random selection from among the students granted preference. Both currently attending students and siblings of currently attending students who are not guaranteed approval shall be granted equal preference.

2. The sibling of a student selected in the random selection process shall be granted preference to any spaces available that the sibling has applied for, but the sibling may not be approved if there are no remaining spaces for the sibling.
3. The District will establish a numbered waiting list of all applicants. When all available slots have been filled by randomly selecting names from all applicants, the remaining names will be drawn randomly and placed on the waiting list in order of selection, with those students granted a preference under this policy to be included first on the waiting list in random order followed by any other student applicants in random order.

### **C. Decisional Criteria for Non-Resident Applications**

Decisions on non-resident open enrollment applications will be based only on the following criteria:

1. Space availability as defined in this policy.
2. Whether an applicant for a pre-kindergarten, four (4) year old kindergarten, early childhood or school operated day care program resides in a district which offers the program for which application is made.
3. Whether the non-resident student is currently under an order of expulsion for any reason; or has been expelled from any school district within the current school year or the two (2) preceding school years but the period of expulsion has ended, or is pending any disciplinary proceeding, based on any of the following activities:
  - a. Conveying or causing to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy school property by means of explosives.
  - b. Engaging in conduct while at school or under school supervision that endangered the health, safety, or property of others.
  - c. Engaging in conduct while not at school or while not under the supervision of a school authority that endangered the health, safety, or property of others at school or under the supervision of a school authority or of any school employee or Board member.
  - d. Possessing a dangerous weapon (as defined in 939.22(10), Wis. Stats.) while on school property or under school supervision.

Notwithstanding the Board's acceptance of a non-resident student's application, the Board may withdraw acceptance if, prior to the beginning of the first school year in which the non-resident student will attend a school in the District, s/he is determined to fall under paragraph C.3.

The Board may request a copy of a non-resident<sup>77</sup> student's disciplinary records from the resident school board.

The resident board shall provide to the nonresident board a copy of any expulsion order or findings, a copy of any pending disciplinary proceedings, a written explanation of said proceeding, the length of the expulsion or possible outcomes of a pending proceeding, and/or such records as permitted by law.

4. Whether the special education program or related services described in the non-resident student's Individualized Education Program (IEP) are available in the District. Whether a service is available depends on whether existing staff in the District are qualified to provide the service or whether the District has facilities and/or equipment required for the service. A service is not available in the District if that service is currently provided to resident students through contract with a third party. Whether a service is available is not a function of whether there is space available in any program or service. A service may be unavailable even if no space limitations have been established.
5. Whether there is space available in the District to provide the special education or related services identified in the non-resident student's IEP, after consideration of class size limits, student-teacher ratios, and enrollment projections.
6. Whether the non-resident student has been referred to his/her resident board under 115.777(1), Wis. Stats. or identified by his/her resident school board under 115.77(1m)(a), Wis. Stats., but not yet evaluated by an individualized education program team.
7. If a non-resident student's IEP is developed or changed after starting in the District, and it is then discovered that the District does not have necessary programs available or does not have space in the special education program, the District may notify the student's parent and the student's resident board. If such notice is provided, the non-resident may be transferred to his/her resident school district.
8. If the Board has made a determination that a non-resident student attending the District under the Open Enrollment Program is habitually truant from the District during either semester of the current school year, the Board may prohibit the student from attending in the succeeding semester or school year, after complying with the requirements of PI 36.09(2).

The habitual truancy determination shall be made on the sole basis of enrollment in the non-resident district. Open enrollment may not be denied based on the student's truancy from any other district.

#### **D. Reapplication Procedures**

The Board will not require accepted non-resident students to reapply under the open enrollment policy as long as the student is continuously enrolled in the District.

#### **E. Termination of Open Enrollment**

If the Board determines that a student is habitually truant during either semester of the current school year, the Board may prohibit the nonresident student from attending in the succeeding semester or school year. The District Administrator shall assure compliance with DPI regulations pertaining to open enrollment termination found in Wis. Admin Code PI 36.09.

If the parent or nonresident student believes the student has been marked absent, tardy, or truant in error, the parent or student may contact the school attendance officer and provide a written explanation of the circumstances believed to be in error. The attendance officer shall review the matter and provide a response to the parent or student either correcting the attendance record, confirming the accuracy of the record, or requesting additional information upon which a decision will then be made. If additional information is requested, it must be provided within five (5) school days of the request or no additional information will be considered in the decision.

Open enrollment of a student in a virtual charter school may also be terminated if, on three (3) occasions during a single semester, the student has failed to respond to a school assignment or directive within five (5) school days not counting any days excused by the student's parents up to a maximum of ten (10) school days per year, and after each occurrence the virtual charter school notified the student's parents. After the third incident, the virtual charter school program shall notify the Board of the nonresident student's failure to participate in the program. The Board may terminate the student's open enrollment.

#### **F. Transportation**

The parents of a student attending a non-resident school district will be solely responsible for providing transportation to and from the school site. The District will permit a non-resident student to ride District





Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	PERSONAL COMMUNICATION DEVICES
Code	po5136 - 9/2/25 AK
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Last Revised	August 17, 2022

### 5136 - PERSONAL COMMUNICATION DEVICES

"Personal communication devices" ("PCDs") as used in this policy are defined in Bylaw 0100.

Students in grades 9-12 may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Elementary students and students in grades 6-8 may not use PCDs during the school day.

However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. The use of a PCD to engage in non-education-related communications is expressly prohibited.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

During after-school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record, and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day or a parent picks it up and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where the use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: 1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and 2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents during the school day.

Revised 7/16/12

Revised 3/17/21

T.C. 8/17/22

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**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	ADMINISTRATION OF MEDICATION/EMERGENCY CARE
Code	po5330 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

### 5330 - ADMINISTRATION OF MEDICATION/EMERGENCY CARE

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

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

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

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

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

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

#### Administration of Prescription Drug Products by School Staff

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

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

#### Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office **or** nurse's office. Substances, that are not FDA approved (i.e., natural products, food supplements), will require the written instruction of a practitioner and the written consent of the parent. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

## **Student Possession of Medication**

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.). The provisions of this policy are to be viewed together with the Board policy on Drug Prevention, Policy 5530.

## **CBD Products at Schools**

No CBD products are permitted for use at school or at school-sponsored events.

## **Use of Essential Oils**

All students wishing to use essential oils in the school must seek prior approval from administration.

## **General Provisions**

Parents may administer medication at school or at school-sponsored events.

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

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

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

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

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

Any time a student, or a group of students, participates in a school event not on District premises, District staff responsible for organizing and/or supervising the event will take steps so that Emergency Medical Information Forms, Health Plans, or Section 504 Plans are available in the event of an emergency. This includes, and is not limited to, all school-sponsored or school-related activities, including music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.

## **Epinephrine Auto-Injectors**

The Board intends to adopt and maintain a plan for managing students with life-threatening allergies so as to permit each school to obtain a school prescription for epinephrine auto-injectors and to permit each school nurse and designated school personnel to administer them. Accordingly, the Board directs the school nursing staff, in consultation with the District Administrator, to develop a plan that meets the following:

- A. specifies those designated school personnel that have agreed to receive training and that will be trained and authorized to perform the functions of the plan;

- B. identifies the specific training program that will be implemented to prepare each school nurse and designated school personnel to identify the signs of anaphylaxis and to provide or administer epinephrine auto-injectors accordingly;
- C. delineates the permissible scope of usage to include providing District-owned epinephrine auto-injectors to students who have a prescription on file with the school in the event the student is experiencing an anaphylactic event and/or administering epinephrine auto-injectors to such students, and/or administering epinephrine auto-injector treatment to any student, regardless of whether the student has a prescription on file or the staff member so trained is not aware of whether the student has a prescription on file, but believes in good faith the student is suffering from anaphylaxis, provided that the staff member immediately contacts emergency medical services;
- D. identifies the number and type of epinephrine auto-injectors each school will keep on-site and identifies a member of the nursing staff or other school official who will be responsible for maintaining the epinephrine auto-injectors supply;
- E. is approved by a physician licensed in the State of Wisconsin;
- F. notes that the school and any school nurse or designated school personnel that provide or administer epinephrine auto-injectors under this plan are immune from civil liability for any harm that may result, regardless of whether there is a parental or medical provider authorization unless the administration was a result of gross negligence or willful or wanton misconduct;
- G. is published on the District's website or the website of each school.

Revised 7/25/11  
 Revised 10/26/15  
 Revised 5/21/18  
 Revised 7/15/20  
 T.C. 2/9/21  
 Revised 7/19/23

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

**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	(RESCIND) EMERGENCY MEDICAL AUTHORIZATION
Code	po5341
Status	First Reading
Adopted	January 14, 2004
Last Revised	January 10, 2024

**5341 — EMERGENCY MEDICAL AUTHORIZATION**

~~The District will distribute annually to parents of all students the Emergency Medical Authorization Form via their Student Information System (SIS). In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form.~~

~~The Emergency Medical Authorization Form will be kept in a separate, easily accessible, physical or electronic file in each school building or student management system during the school year.~~

~~Any time a student or a group of students is taken out of the District to participate in a school event, the staff in charge of the event must take the Emergency Medical Forms for those students. This includes, and is not limited to, students involved in music trips, athletic trips, field trips, and academic contests. This does not include student spectators at events.~~

~~Whenever it is necessary for staff members to use emergency procedures in order to care properly for a student, they are to follow Policy 5340 — Student Accidents/Illness/Concussion & Sudden Cardiac Arrest and are not to abide by any "Do Not Resuscitate" (DNR) agreement that may exist for a student, unless ordered to do so by a court of law.~~

~~Revised 1/15/18  
Revised 4/17/19  
T.C. 1/10/24~~

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Legal 118.29(4), Wis. Stats.

**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	USE OF TOBACCO AND NICOTINE BY STUDENTS
Code	po5512 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	July 19, 2023

## 5512 - USE OF TOBACCO AND NICOTINE BY STUDENTS

The Board recognizes that the use of tobacco products, as well as other nicotine delivery systems, such as electronic smoking devices, are a health, safety, and environmental hazard for students, staff, visitors, and school facilities. The Board is acutely aware of the serious health risks associated with the use of these products, both to users and non-users, and that their use or promotion on school grounds and at off-campus school-sponsored events is detrimental to the health and safety of students, staff, and visitors. The Board also believes accepting tobacco industry gifts or materials will send an inconsistent message to students, staff, and visitors.

It shall be a violation of this policy for any student of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content, including smoking as defined in this policy, at any time on school property or at off-campus, school-sponsored events.

It shall be a violation of this policy for the District to solicit or accept any contributions, gifts, money, curricula, or materials from the tobacco industry or from any tobacco products retailer. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall be a violation of this policy to participate in any type of service funded by the tobacco industry while in the scope of employment for the District.

### Exceptions

It shall not be a violation of this policy for tobacco products, tobacco-related devices, imitation tobacco products, or lighters to be included in instructional or work-related activities in school buildings if the activity is conducted by a staff member or an approved visitor and the activity does not include smoking, chewing, or otherwise ingesting the product.

The prohibition on the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum may be removed when a parent or "adult" student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy. **Nothing in this policy is intended to infringe upon the legitimate exercise of cultural beliefs or ceremonial representations. In the event of a potential conflict between the Board's policy prohibiting the use or possession of nicotine containing products and a student's exercise of cultural traditions, the administration shall consult with appropriate community representatives to apply this policy in a manner that respects such cultural significance.**

### Policy Specific Definitions

The term "any time" means during normal school and non-school hours: twenty-four (24) hours a day, seven (7) days a week.

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-



Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	(RESCIND) DUE PROCESS RIGHTS
Code	po5611 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004

### ~~5611 — DUE PROCESS RIGHTS~~

~~The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.~~

~~To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:~~

#### ~~A. Students subject to suspension:~~

~~The suspended student, and if a minor, the parent of the suspended minor student shall be given notice of the suspension and the reason for the suspension. The student or the student's parents may within five (5) school days following the beginning of the suspension, have a conference with the District Administrator. This conference will serve as the opportunity for the student to respond to the charges against him/her. If the Administrator finds that the student was suspended unfairly or unjustly or that the student suffered undue consequences as the result of suspension, the student's record shall be expunged.~~

#### ~~B. Students subject to expulsion:~~

~~Prior to expelling a student, the Board must hold a hearing. A student and his/her parent must be given written notice of the intention to expel and the reasons therefor, at least five (5) days prior to the date of the hearing. The hearing is the opportunity for the student and his/her parent to appear with a representative or legal counsel before the Board to answer the charges. The Board will keep written minutes of the hearing. The hearing will be closed. The student and/or his/her parent may appeal the expulsion consistent with Chapter 120.13, Wis. Stats.~~

~~The District Administrator shall establish procedures to ensure that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights should be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.~~

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**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	(RESCIND) STUDENT COMPLAINTS
Code	po5710 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	October 23, 2019

### ~~5710~~ **STUDENT COMPLAINTS**

~~The Board recognizes that, as citizens, students have the right to request redress of complaints. Further, the Board believes that the inculcation of respect for lawful procedures is an important part of the educational process. Accordingly, individual and group complaints should be provided for and appropriate appeal procedures implemented.~~

~~The Board or its employees will hear the complaints of the students of this District provided that such complaints are made according to procedures established by the District Administrator. Multiple policies provide complaint procedures available to students which include but may not be limited to:~~

- ~~A. Policy 5517.01 Bullying;~~
- ~~B. Policy 2260.01 Section 504/ADA Prohibition Against Discrimination Based on Disability;~~
- ~~C. Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity;~~
- ~~D. Policy 5517 Student Anti Harassment; and~~
- ~~E. Policy 9130 Public Requests, Suggestions, or Complaints.~~

~~If a student has a complaint which does not appear to fit any of the above categories or another adopted policy of the Board, the student should present the complaint to the student's Principal or the District Administrator for review and response.~~

~~Revised 5/17/10~~

### ~~© Neola 2019~~

Legal	118.13 Wis. Stats. P.I. 9, 41, Wis. Adm. Code Fourteenth Amendment, U.S. Constitution 20 U.S.C. 1681, Title IX of Education Amendments Act 20 U.S.C. 1701 et seq., Equal Educational Opportunities Act of 1974 29 U.S.C. 794, Rehabilitation Act of 1973 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990 42 U.S.C. 2000 et seq., Civil Rights Act of 1964 Vocational Education Program Guidelines for Eliminating Discrimination and Denial of Services, Department of Education, Office of Civil Rights, 1979
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**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	BUDGET IMPLEMENTATION
Code	po6231 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 9, 2021

**6231 - BUDGET IMPLEMENTATION**

The Board places the responsibility of administering the budget, once adopted, with the District Administrator.

The District Administrator is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the Board-approved budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the District. Once each month, the Board minutes shall include a statement of the receipts and expenditures in the aggregate and beginning and ending balances.

If, during the fiscal year, it appears to the District Administrator that actual revenues are less than estimated revenues, including the available equity upon which the appropriations from the fund were based, the District Administrator shall present to the Board recommended amendments to the budget that will prevent unplanned expenditures from exceeding revenues Fund Balance reserves. S/HeThe District Administrator shall ensure that such make recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements. Such budget amendments must be approved by a two-thirds (2/3's) affirmative vote of the entire membership of the Board.

T.C. 2/9/21

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Legal 66.0607(7), 120.11(4) Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	FUND BALANCE
Code	po6235 - 9/2/25 AK
Status	First Reading
Adopted	June 27, 2011
Last Revised	April 17, 2019

### 6235 - FUND BALANCE

The Board places the responsibility of administering the budget, once adopted, with the District Administrator. The District Administrator shall monitor the Fund 10 fund balance and shall report the balance to the Board at the end of each budget year. The Fund 10 fund balance shall be maintained at a level sufficient to ~~minimize or avoid short term borrowing for cash flow purposes.~~

- A. minimize or avoid short-term borrowing for cash flow purposes;
- B. cover unforeseen expenditure needs or unrealized revenue sources; and
- C. demonstrate financial stability to preserve or enhance the District's bond rating, thereby lowering debt issuance costs.

Fund balances will be reported in the categories established by the Government Accounting Standards Board Statement 54 (GASB 54) and in consultation with District auditors. The Board will impose constraints on any funds placed in the committed and assigned classifications through consultation with the District's auditor. The applicable categories for fund balance designations are:

- A. **Nonspendable Fund Balance** - amounts that cannot be spent because they are either (a) not in a spendable form (which includes items that are not expected to be converted to cash – e.g., inventories or prepaid amounts) or (b) legally or contractually required to be maintained intact (e.g., the corpus of an endowment fund).
- B. **Restricted Fund Balance** - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- C. **Committed Fund Balance** - amounts constrained to specific purposes by the Board; to be reported as committed, amounts cannot be used for any other purpose unless the Board takes action to remove or change the constraint.
- D. **Assigned Fund Balance** - amounts the Board *intends* to use for a specific purpose but are neither restricted nor committed; intent can be expressed by the Board or by an official or committee to which the Board delegates the authority.
- E. **Unassigned Fund Balance** - amounts that are available for any purpose; these amounts are reported only in the general fund.

A reasonable level of assigned and unassigned fund balance is considered necessary to maintain cash flow. The Government Finance Office Association generally recommends a minimum of two (2) months of annual expenditures be available as assigned or unassigned. Maintenance of excessive unassigned fund balance would be discouraged.

If during the fiscal year, it appears to the District Administrator that the fund balance will be less than estimated, the District Administrator will bring forward for Board consideration recommendations that will protect the fund balances. Such recommendations shall be in accordance with the requirements of the law.

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Legal

Government Accounting Standards Board Statement 54

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	PETTY CASH
Code	po6620 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004

6620 - **PETTY CASH**

The Board of Education recognizes the convenience afforded the day-by-day operation of the schools by the establishment of one (1) or more petty cash funds. The Board shall require the imposition of such District Administrator shall be responsible for the implementation and maintenance of such controls as will prevent abuse of such petty cash funds.

~~Each custodian of a petty cash fund shall ensure that the funds in his/her care shall be disbursed only for minor expenditures not readily deferred. No petty cash fund may be used to circumvent the purchasing procedures required by law and the policies of this Board. A request for petty cash funds must be made in writing, be signed by the person making the request, and include such supporting documentation as may be appropriate. The petty cash box must be secured daily.~~

All petty cash funds will be closed out for audit at the end of the school year, and unused funds will be returned to the depository General Fund.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	MAINTENANCE
Code	po7410 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004

#### 7410 - MAINTENANCE

The Board of Education recognizes that the fixed capital assets of this District represent a significant investment of this community and their maintenance of those accounts is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment, and District grounds. Wherever possible and feasible, maintenance shall be preventive.

The District Administrator, in consultation with the Director of Buildings, Grounds, and Maintenance, shall develop for implementation within budget allocations approved by the Board by the custodial and maintenance staff, a maintenance program which shall include:

- A. a regular summer program of facilities repair and conditioning;
- B. the maintenance of a critical spare parts inventory;
- C. an equipment replacement program;
- D. a long-range program of building facilities refurbishment and modernization;
- E. repair or replacement of equipment or facilities for energy conservation, safety, or other environmental factors.

The District Administrator shall develop and provide to the Director of Buildings, Grounds, and Maintenance such guidelines as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking Disabled parking spaces and signs, which conform to in conformance with State law, shall be provided where deemed necessary.

Said guidelines shall include the establishment of sound priorities among the requests for repairs received from building principals.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	SAFETY STANDARDS
Code	po7430 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	November 8, 2021

**7430 - SAFETY STANDARDS**

The Board believes that the employees and students of this District, as well as visitors, are entitled to function in an environment as free from hazards as can reasonably be provided. In this regard and in accordance with law, the Board will provide reasonable and adequate protection to the lives, safety, and health of its employees, students, and visitors.

The District Administrator shall be responsible for the maintenance of standards in the facilities to prevent accidents and to minimize their consequences. ~~S/He~~**The District Administrator** shall designate an employee who shall conduct periodic audits of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State through the Wisconsin Department of Safety and Protective Services (DSPS), and take appropriate action on any violations ~~thereof discovered during such audits.~~ **Reports of violations and remediation actions shall be provided** and report such actions to the District Administrator **who shall keep the Board informed of significant issues.**

In the event an inspection is made by a representative of the State **and a violation is indicated on the inspection report**, the District Administrator shall report the ~~results thereof~~ **violation(s) and corrective action(s)** to the Board **no later than** at the meeting following the receipt of the State report.

Revised 5/21/18

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Legal 101.055, Wis. Stats.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	SMART MONITORING EQUIPMENT
Code	po7440.02 - 9/2/25 AK
Status	First Reading
Adopted	January 10, 2024

7440.02 - **SMART SENSOR AND MONITORING EQUIPMENT TECHNOLOGY**

In order to protect students and faculty, promote security and protect the health, welfare and safety of students, staff and visitors, the Board authorizes the use of smart sensor and electronic monitoring equipment on school property, and in school buildings and school buses. Smart sensor and monitoring technology uses devices that can sense, collect, and process a variety of environmental information. Information obtained through smart sensor devices may be used to identify intruders and persons breaking the law, Board policy, or the Student Code of Conduct (i.e., it may be used as evidence in disciplinary actions and criminal proceedings).

The monitoring of actions and behavior of individuals who come onto school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school and student property. Smart sensor monitoring systems serve to complement other means being employed in the District to promote and foster a safe and secure teaching and learning environment for students and staff. The Board recognizes that the use of a smart sensor monitoring system does not replace the need for the ongoing vigilance of the school staff assigned by the building principal to monitor and supervise the school building. Rather, the smart sensor monitoring system serves as an appropriate and useful tool with which to augment or support the in-person supervision provided by staff. The building principal is responsible for verifying that due diligence is observed in maintaining general campus safety and security.

The District Administrator is responsible for determining where to install and operate fixed-location smart sensor monitoring equipment in the District. The determination of where and when to use smart sensor equipment will be made in a nondiscriminatory manner. Smart sensor equipment may be placed in designated areas in school buildings (e.g., school hallways, restrooms, classrooms, locker rooms, entryways, the front office where students, employees, and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries).

Any person who takes action to block, move, or alter the location of a smart sensor shall be subject to disciplinary action.

Any information obtained from smart sensor monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, information obtained through the use of smart sensor equipment may be used as evidence in any disciplinary proceedings, administrative proceedings or criminal proceedings, subject to Board policy and regulations.

Smart sensor technology is to be implemented in accordance with this policy and the any related guidelines. The Board will not accept or tolerate the improper use of smart sensor equipment and monitoring technology and will take appropriate action in any cases of wrongful use of this policy such technology.

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	FACILITY SECURITY
Code	po7440 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	June 12, 2024

#### 7440 - **FACILITY SECURITY**

Promoting the safety of students, staff and others in the school buildings, as well as providing for the protection of the significant financial investment in the District's buildings is a critical function of the Board. Proper safety measures are to be implemented to protect those who use the buildings and to protect the buildings and equipment owned by the Board from theft and vandalism in order to maintain the optimum conditions for carrying out the educational program.

The District Administrator shall develop and supervise the District's School Safety Plan, in compliance with State and Federal laws, as described in Policy 8420 - School Safety.

~~Every effort shall be made to~~ Law enforcement shall be contacted and District officials shall fully cooperate with law enforcement's efforts to apprehend those who knowingly cause ~~serious~~ physical harm to students, staff, visitors, and Board property and to ~~require~~ request prosecution of those who bring harm to persons and/or property. The Board will seek to repair the damage or seek the payment of a fee to cover such repairs.

The Board authorizes the District Administrator to conduct searches of non-student visitors or vehicles on school property when there is a reasonable suspicion of violation of the law or school rules, and the search is reasonable in scope related to the objectives of the search and not excessively intrusive.

~~Appropriate authorities may be contacted in the case of serious offenses.~~

The District Administrator is authorized to utilize metal detectors (e.g., walk through detectors and hand-held wands), video surveillance/electronic monitoring equipment, and other security devices on school property in order to protect the health, welfare and safety of students, staff, visitors and Board property in school buildings &/or on District property.

The District Administrator shall report to the Board no later than the next regular Board meeting, any significant incident involving vandalism, theft, personal safety or other security risks and the measures being taken to address the situation.

#### **Public Access to School Facilities**

The Board expects that during regular school hours only students and school staff need to be present in the school building. The Board also acknowledges that there will be times during the instructional day that members of the public, including parents, invited guests, or other individuals will for appropriate and legitimate reasons require entry into a school facility. In such cases, the following guidelines shall be followed:

- A. All exterior doors to every school building shall be locked during the instructional day, preventing entry into the building and all visitors to the school building during those times will be directed to a single entrance into the building. This entrance shall be the entrance closest to the school office. Visitors must identify themselves and the purpose of their visit to the school through the intercom system.
- B. All persons other than students and building staff shall check in with the school office of the building and shall complete a visitor log. Each visitor shall be given a visitor tag that shall be worn at all times while in the building.
- C. Visitors that intend to visit a classroom during the instructional day must be escorted to the classroom by either a staff member or, if age appropriate, a student from the <sup>99</sup>class. School office staff must contact the classroom teacher

to verify that the visitor is expected.

- D. All visitors are expected to sign out prior to departing the building.
- E. Outside of instructional times, no person other than a staff member may be in any school buildings except for attendance at a public function (such as a sporting event) or based on an approved facility use request pursuant to Policy 7510 - Use of District Facilities.

Any visitor to the school may be refused entry or asked to leave the building at any time if the building administrator or event supervisor determines that the visitor's presence is disruptive or is likely to become disruptive to the educational environment, including all school-sponsored events, or for other safety or security reasons. If a visitor refuses to leave upon request by the building administrator or event supervisor, the building administrator or event supervisor shall contact the school resource officer or local law enforcement as appropriate. No staff member should attempt to physically remove a visitor unless the visitor poses an imminent safety threat.

Failure to follow the requirements above when entering or remaining in school facilities may be subjected to a fine not exceeding \$1,000. In circumstances tending to provoke a disturbance of the peace, persons may be fined not more than \$10,000 or imprisoned not more than ninety (90) days.

Any school staff member that witnesses a visitor in the school building who is not wearing a visitor tag as required shall report the visitor's presence to the school office. In the event the school office does not have a record of such visitor properly checking in, the office staff shall immediately contact an Administrator or, if an Administrator is not available, the school resource officer, if applicable, or appropriate law enforcement.

### **Parents as Visitors**

The Board encourages parental involvement in the education of students in the District. For this reason, it is important to facilitate the involvement of parents in school activities and the educational process while at the same time preserving the integrity of the educational environment for all students. As a balance, the Board adopts the following requirements for parents visiting the school during the instructional day:

- A. Parents should make arrangements with their child's teacher or with the building administrator in advance of visiting their child at school unless that is not possible.
- B. Parents, like any other visitor, must enter the building through only the approved visitor entrance and shall check in at the school office in the same fashion as a visitor.

Parents visiting District schools shall comply with Policy 9150 - School Visitors, and other relevant policies.

Parents ~~that~~<sup>who</sup> do not follow these guidelines or whose presence is disruptive to the educational environment may be asked to leave the building by the building administrator. Any decision to permanently restrict access of a parent may only be made by the District Administrator due to repeated failure to follow rules causing a disruption to the educational environment or for overt threats of harm or actual physical contact with any staff or student.

### **Court Imposed Restrictions**

In any case in which an individual is the subject of a court order restricting the individual's presence at a school building, including any restrictions on the individual's physical proximity to an individual that is a student or staff member at the school facility, the building administrator shall inform staff of the situation and if any staff member sees the individual on school premises that staff member shall immediately contact law enforcement and the school office.

### **Sex Offenders on School Property**

Any person ~~that~~<sup>who</sup> is a registered sex offender under Wisconsin Law is required to notify the District Administrator of the specific date, time and place of the person's visit to any school facility and must notify the District Administrator of their status as a registered sex offender.

Parents of students enrolled in the District must notify the District Administrator of their status as a registered sex offender and that they have a child enrolled in the District. Notification must occur at the beginning of each school year or at the time the individual is required to register or whenever the child is first enrolled, whichever occurs first.

Notification requirements do not apply if the person will be on school grounds to vote in an election or to attend a non-school sponsored event occurring on the school grounds.

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Revised 4/21/14  
Revised 10/26/15  
Revised 2/21/19  
Revised 4/17/19  
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Legal                                   120.13(35), Wis. Stats.  
  175.32(2), (3), Wis. Stat.  
  301.475, Wis. Stat.  
  State v. Vang, 2018 AP 1730 (Ct. App. 2021), pet. rev. denied.

**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY
Code	po7540.03 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	July 15, 2020

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**[X] Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.**

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

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

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

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

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

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Revised 9/17/12  
Revised 10/15/12  
Revised 10/26/15  
Revised 5/21/18  
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Legal

- H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000
- 47 U.S.C. 254(h), (1), Communications Act of 1934, as amended
- 20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended
- 18 U.S.C. 2256
- 18 U.S.C. 1460
- 18 U.S.C. 2246
- 47 C.F.R. 54.500
- 47 C.F.R. 54.501
- 47 C.F.R. 54.502
- 47 C.F.R. 54.503
- 47 C.F.R. 54.504
- 47 C.F.R. 54.505
- 47 C.F.R. 54.506
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47 C.F.R. 54.519

47 C.F.R. 54.520

47 C.F.R. 54.522

47 C.F.R. 54.523

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY
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Last Revised	January 10, 2024

#### 7540.04 - **STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY**

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

The Board regulates the use of District Technology and Information Resources by principles consistent with applicable local, State, and Federal laws, and the District's educational mission. This policy and Policy 7544 - Use of Social Media and any applicable employment contracts govern the staffs' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 7540.02 - Web Content, Apps, and Service), when they are connected to the District computer network, Internet connection, and/or educational services/apps.

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

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

Staff members are expected to utilize District technology and information resources to promote educational excellence in our schools by providing students with the opportunity to develop the resource sharing, innovation, and communication skills and tools that are essential to both life and work. The Board encourages the faculty to develop the appropriate skills necessary to effectively access, analyze, evaluate, and utilize these resources to enrich educational activities. The instructional use of the Internet and online educational services will be guided by the Board's Policy 2521 - Selection of Instructional Materials and Equipment.

The Internet is a global information and communication network that provides a valuable education and information resources to our students. The Internet connects computers and users in the District with computers and users worldwide. Through the Internet, students and staff can access relevant information that will enhance their learning and the education process. Further, District technology and resources provide students and staff with the opportunity to communicate with other people from throughout the world. Access to such a vast quantity of information and resources brings with it, however, certain unique challenges.

The Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be

exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or District Administrator, the technology protection measures may also be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of staff members to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District's technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any staff member who attempts to disable the technology protection measures without express written consent of an appropriate administrator will be subject to disciplinary action, up to and including termination.

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

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

The District Administrator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether the material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures. The District Administrator or Building Principal may disable the technology protection measure to enable access for bona fide research or other lawful purposes for staff or students aged seventeen (17) or older.

Staff members will participate in professional development programs in accordance with the provisions of this policy. Training shall include:

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

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

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

The disclosure of personally identifiable information about students online is prohibited.

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

the District technology use form. Pursuant to Policy 7540.06 - District-Issued Staff E-Mail Account, staff and Board members using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use of District-issued email accounts.

**[X] Off premises use of E-Rate supported technology must be primarily for an educational purpose that is integral, immediate, and proximate to the education of students.**

Staff will be assigned a school email address that they are required to utilize for all school-related electronic communications, including those to students, parents and other constituents, fellow staff members, and vendors or individuals seeking to do business with the District.

With prior approval from the District Administrator or Building Principal, staff may direct students who have been issued school-assigned email accounts to use those accounts when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the students for educational purposes under the teacher's supervision.

Staff members are responsible for good behavior when using District technology and information resources - i.e., behavior comparable to that expected when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of the technology and information resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines and Policy 7544 and its accompanying guideline.

Staff members' use of District technology resources to access or use social media is to be consistent with Policy 7544 and its accompanying guideline.

An employee's personal or private use of social media may have unintended consequences. While the Board respects its employees' First Amendment rights, those rights do not include permission to post inflammatory comments that could compromise the District's mission, undermine staff relationships, or cause a substantial disruption to the school environment. This warning includes staff members' online conduct that occurs off school property including from the employee's personal computer. Postings to social media should be done in a manner sensitive to the staff member's professional responsibilities.

General school rules for behavior and communication apply.

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

The Board designates the District Administrator and Building Principals as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to staff members' use of District technology and information resources.

In addition, Federal and State confidentiality laws forbid schools and their employees from using or disclosing student education records without parental consent. See Policy 8330 - Student Records. Education records include a wide variety of information; posting personally identifiable information about students is not permitted. Staff members who violate State and Federal confidentiality laws or privacy laws related to the disclosure of confidential employee information may be disciplined.

Staff members retain rights of communication for collective bargaining purposes and union organizational activities.

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Legal

P.L. 106-554, Children's Internet Protection Act of 2000

47 U.S.C. 254(h, 1), Communications Act of 1934, as amended

20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended (2003)

18 U.S.C. 2256

18 U.S.C. 1460

18 U.S.C. 2246

20 U.S.C. 6777

20 U.S.C. 9134 (2003)

47 C.F.R. 54.500

47 C.F.R. 54.501

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Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT
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Last Revised	August 17, 2022

#### 7540.07 - **DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT**

Students assigned a school email account are required to utilize it for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

This policy and any corresponding guidelines serve to establish a framework for student's proper use of e-mail as an educational tool.

Personal e-mail accounts on providers other than the District's e-mail system shall be blocked if concerns for network security, SPAM, or virus protection arise. Students are expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the District's network when opening or forwarding any e-mails or attachments to e-mails that originate from unknown sources.

**[X] Students are prohibited from using any District-issued email address, or password for the District-issued email account, for personal accounts in third-party services (e.g., Facebook, X, Instagram, Pinterest, YouTube, etc.) (X) without authorization from the Principal.**

Students shall not send or forward mass e-mails, even if educationally-related, without prior approval of their classroom teacher or the Principal.

Students may join list serves or other e-mail services (e.g. RSS feeds) that pertain to academic work, provided the emails received from the list serves or other e-mail services do not become excessive. If a student is unsure whether they have adequate storage or should subscribe to a list serves or RSS feed, the student should discuss the issue with a classroom teacher or the building principal. The Network Administrator is authorized to block e-mail from list serves or e-mail services if the e-mails received by the student becomes excessive.

~~Students are encouraged to keep their inbox and folders organized by regularly reviewing e-mail messages and purging e-mails once they are read and no longer needed for school.~~

#### **Unauthorized E-mail**

The Board does not authorize the use of its Technology Resources, including its computer network ("network"), to accept, transmit, or distribute unsolicited bulk e-mail sent through the Internet to network e-mail accounts. In addition, Internet e-mail sent, or caused to be sent, to or through the network that makes use of or contains invalid or forged headers, invalid or non-existent domain names, or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the network is unauthorized. Similarly, e-mail that is relayed from any third party's e-mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the network. The Board does not authorize the harvesting or collection of network e-mail addresses for the purposes of sending unsolicited e-mail. The Board reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing, or remaining within the network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the network. The Board's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of its rights.

Unauthorized use of the network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender and/or possible disciplinary action.

### **Authorized Use and Training**

Pursuant to Policy 7540.03 - **Student Technology Acceptable Use and Safety**, students using the District's e-mail system shall acknowledge their review of, and intent to comply with, the District's policy on acceptable use and safety.

Furthermore, students using the District's e-mail system shall satisfactorily complete training.

T.C. 8/17/22

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Book	Policy Manual
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Adopted	May 16, 2016
Last Revised	June 12, 2024

### 8120 - **VOLUNTEERS**

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

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

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

~~Any volunteer who works with or has access to students shall submit to a criminal history records check, prior to being allowed to participate in any activity or program.~~

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

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

Each volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation;
- C. in accepting the role of a volunteer, agrees to verification that a satisfactory background check may be conducted through appropriate State agencies or other applicable means.

Revised 5/15/17

T.C. 8/17/22

Revised 1/10/24

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Legal 120.20, Wis. Stats.

**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	New Policy - Vol. 34, No. 1, Dec. 2024 - CONSULTANTS
Code	po8125 - 9/2/25 AK
Status	First Reading

**New Policy - Vol. 34, No. 1**

**8125 - CONSULTANTS**

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

~~[ ] The District Administrator shall report to the Board the contract of any consultants no later than at the next Board meeting.~~

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

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Legal 120.20, Wis. Stats.

**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	INFORMATION SECURITY
Code	po8305 - 9/2/25 AK
Status	First Reading
Adopted	May 21, 2018
Last Revised	July 19, 2023

### 8305 - **INFORMATION SECURITY**

The District collects, classifies, and retains data/information from and about students, staff, vendors/contractors, and other individuals, about programs and initiatives undertaken by the school system, and about and related to the business of the District. This information may be in hard copy or digital format, and may be stored in the District or offsite with a third party provider.

Data/information collected by the District shall be classified as Confidential, Controlled, or Published. Data/information will be considered Controlled until identified otherwise.

Protecting District Information Resources (as defined in Bylaw 0100 - Definitions) is of paramount importance. Information security requires everyone's active participation to keep the District's data/information secure. This includes Board members, staff members/employees, students, parents, contractors/vendors, and visitors who use District Technology Resources (as defined in Bylaw 0100 - Definitions) and Information Resources.

Individuals who are granted access to data/information collected and retained by the District must follow established procedures so that the information is protected and preserved. Board members, administrators, and all District staff members, as well as contractors, vendors, and their employees, granted access to data/ information retained by the District are required to certify annually that they shall comply with the established information security protocols pertaining to District data/information. Further, all individuals granted access to Confidential Data/Information retained by the District must certify annually that they will comply with the information security protocols pertaining to Confidential Data/Information.

All Board members, staff members/employees, students, contractors/vendors, and visitors who have access to Board-owned or managed data/information must maintain the security of that data/information and the District Technology Resources on which it is stored.

~~If an individual has any questions concerning whether this Policy and/or its related administrative guidelines apply to him/her or how they apply to him/her, the individual should contact the District's Technology Director or Information Technology Department/Office.~~ If an individual has any questions concerning whether or how this policy applies to the individual, the individual should contact the District's Technology Director.

**[X]** The District Administrator shall develop internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.

~~The Superintendent shall develop administrative guidelines that set forth the internal controls necessary to provide for the collection, classification, retention, access, and security of District Data/Information.~~

Further, the Superintendent is authorized to develop procedures that would be implemented in the event of an unauthorized release or breach of data/information. These procedures shall comply with the District's legal requirements if such a breach of personally- identifiable information occurs. (See Policy 8320.01 - Unauthorized Acquisition of Staff Personal Information and/or Policy 8330.01 - Unauthorized Acquisition of Student Personal Information.)

The Superintendent shall require the participation of staff members in appropriate training related to the internal controls pertaining to the data/information that they collect, to which they have access, and for which they would be responsible for the security protocols.

Third-party contractors/vendors who require access to Confidential Data/ Information collected and retained by the District will be informed of relevant Board policies that govern access to and use of Information Resources, including the duty to safeguard the confidentiality of such data/information.

Failure to adhere to this ~~Policy~~ policy and its related administrative guidelines may put data/information collected and retained by the District at risk. Employees who violate this policy and/or the administrative guidelines promulgated consistent with this policy may have disciplinary consequences imposed, up to and including termination of employment, and/or referral to law enforcement. Students who violate this Policy and/or guidelines will be subject to disciplinary action, up to and including expulsion, and/or referral to law enforcement. Contractors/vendors who violate this ~~Policy~~ policy and/or guidelines may face termination of their business relationships with and/or legal action by the District. Parents and visitors who violate this ~~Policy~~ policy and/or guidelines may be denied access to the District's Technology Resources.

The ~~Superintendent~~ District Administrator shall conduct a periodic assessment of risk related to the access to and security of the data/information collected and retained by the District, ~~as well as the viability of the continuity of organizational operations plan developed pursuant to Policy 8300—Continuity of Organization Operation Plan.~~ Public discussion of any component of an Information Systems assessment or audit will not be held if, at the District Administrator's discretion, doing so would jeopardize cybersecurity, or the confidentiality, integrity, or availability of employee or student information, or any other security related considerations requires confidentiality.

T.C. 7/19/23

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Last Modified by Alesha Kersten on September 2, 2025

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	STUDENT MENTAL HEALTH SERVICES
Code	po8395 - 9/2/25 AK
Status	First Reading
Adopted	February 19, 2025

### 8395 - **STUDENT MENTAL AND PHYSICAL HEALTH SERVICES**

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

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

#### **School District Mental Health Professionals**

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

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

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

#### **School District Physical Health Professionals**

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

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

#### **Coordination of On-Site Services (Face-to-Face and/or <sup>116</sup>Virtual)**

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

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

### **Complimentary Services**

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

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**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	FREE AND REDUCED-PRICE MEALS
Code	po8531 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

### 8531 - FREE AND REDUCED-PRICE MEALS

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

The Board shall provide 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, **if the District participates in the Wisconsin School Day Milk Program.**

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

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

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

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

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

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

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

The District Administrator shall regularly evaluate the free and reduced lunch program to determine whether the District or school may qualify for special assistance certification or Community Eligibility Provision (CEP) to reduce the paperwork burden on families qualifying for free and reduced meals. Any <sup>118</sup>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 District Administrator shall notify DPI of any school in the District that has twenty-five percent (25%) free and reduced lunch eligible or that has less than twenty-five percent (25%) but more than fifteen percent (15%) identified student percentage.

### **Nondiscrimination Statement**

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

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

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

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/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](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

Revised 1/16/17  
Revised 1/15/18  
T.C. 2/9/21  
T.C. 7/19/23  
Revised 1/10/24

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Legal 115.34-115.345, 120.10(16), 120.13(10), Wis. Stats.  
42 U.S.C. 1771 et seq.  
7 C.F.R. Part 245

**Last Modified by Alesha Kersten on September 2, 2025**

Book	Policy Manual
Section	Ready for Board - Vol. 34, No. 1, Dec. 2024
Title	TRANSPORTATION
Code	po8600 - 9/2/25 AK
Status	First Reading
Adopted	January 14, 2004
Last Revised	February 19, 2025

## 8600 - **TRANSPORTATION**

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

School buses and student-transportation vehicles shall be purchased, housed, and maintained by the District or the District shall contract for transportation services. In accordance with State law, the District shall not transport students by alternative transportation methods of vehicles carrying more than nine (9) passengers and the operator. This prohibition does not apply to school buses operated in compliance with the Wisconsin Department of Transportation's regulations.

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

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

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

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

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

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

### **Nonroutine Use of School Buses**



October 16, 2025

Re: **Applications for Spring – 2026  
Early College Credit and Start College Now Programs**

**Dear School Board Members for Boyceville Community Schools,**

Attached you will find a list of students who have applied for secondary educational opportunities at local Universities and Technical Colleges. The programs that students are applying for include Early College Credit and Start College Now Programs. The programs are defined as:

**Early College Credit:** To attend college classes at a four-year University level (ECC).

**Start College Now:** To attend college classes at a two-year Technical College level (SCN).

**How many credits can a student take while in High School through these two programs?**

A student can take a cumulative total of 18 credits throughout their four years of high school. Boyceville High School is not responsible for any requests or payment of tuition after 18 credits have been earned by a student. For example, a student could take 6 credits in Early College Credit and 12 credits in Start College Now programming. However, any cumulative credits above 18 are the sole responsibility of the family for payment.

**What about the college classes we already teach at BHS? Do the BHS college courses count towards the total 18 credits of the ECC and SCN programs?**

No. BHS college level classes do not count towards the total 18 credit limit for ECC/SCN.

However, if BHS offers the same or comparable course to an ECC/SCN class that a student wants to take, the BHS School Board has the ability to deny the request. For example, a student requests ECC/SCN College Chemistry class. I would recommend the School Board should deny the course because we teach it in house with Mr. Hamm. If a student or family would rather take the class through ECC/SCN, the family would be solely responsible to pay for 100% of the course costs through a program called “High School Special Student”. However, if the request for the course is made mid-year, we do not offer a mid-year start for College Chemistry – I would approve it.

**When do the BHS Students register for ECC/SCN classes?**

All currently enrolled college students register first, then our BHS students register last. If there are seats available in a class, a BHS student will be given the opportunity to register. There is no cost to a student or family for this process. A student can simply “not register” with ECC/SCN and the entire process is terminated. However, if the student registers for a class and the first day of class has started, the student and family will be fully responsible for any costs (book fees, cancellation fees, online e-text subscriptions, etc.) incurred with dropping a course or failing a course.

**What about transportation? Who is responsible for that?**

Students and families are responsible for the cost of transportation to attend both programs. Many of our students do not want to travel offsite due to transportation issues and prefer online courses. If they register for an online course, they will be provided a designated study hall within their BHS schedule to be certain to work on their college course content, while in school.

**Can students select their classes right now with confidence that the classes will be offered?**

I often describe this postsecondary registration process as backwards. The reason why is because the Universities and Technical Colleges do not have their full course offerings lists available yet for Spring of 2026. In reality, CVTC and UW-Stout have classes listed but may add or delete sections as registration nears and student interest changes. To cover all potential bases, I have students and families sign up for courses they are interested in and have potential to run in the upcoming semester. Often this process can feel like guess work.

**Why are there so many classes listed for each student? How many will they really take?**

The multiple courses are listed to ensure our students have a robust list of options. I work with each student to determine that the courses will meet their post-secondary program requirements. These classes are not “fillers or throw away options” they are program specific. Ultimately, many students will only take one or two of the courses they have requested. Some students will take zero courses and may prefer to end the process completely, to stay involved at school.

**Some of the courses are as many as 4 to 5 credits. Is that a wise choice for an online learner?**

I encourage all classes above 3 credits to be taken in person at the ECC/SCN site. These courses are often lab classes and require hands on learning for the content to be fully explored. I have extensive conversations with parents concerning 4 and 5 credit courses – including the need for full access to reliable transportation and possible requirements of documented hours of attendance for certifications.

I have included programming requests for Early College Credit and Start College Now programs. We have 11 interested students for Start College Now programming and no students this semester for Early College Credit programming. I believe that the report will help the School Board Members make an informed decision concerning potential course approval. I can be contacted for any questions or comments concerning this report to ensure quality programming decisions for the Boyceville School District.

Respectfully submitted,

*Karlene Berry*

Karlene Berry  
Boyceville High School Counselor

# Start College Now Applicants

## Spring Semester 2026

The Start College Now program applies solely to Technical College credits and courses.

Please keep in mind that the following is a list of classes that our student is interested in taking. However, this student may not be able to schedule all of the classes they are requesting. (Due to college class enrollment limits, BHS graduation requirements and time conflicts). The number of requested classes represents a maximum and may be decreased due to influencing factors.

All students are allowed to take up to 18 college credits (total) through the Start College Now program. The credits must be pre-approved by the Boyceville School Board Members in order to be financially supported by the school district.

We have 11 students interested in the Spring of 2026 Start College Now programming.

*Note: The vast majority of these students only have room for one class in their schedule, however multiple classes are listed below to ensure enrollment options due to CVTC class enrollment limits. Boyceville High School students enroll last, after all CVTC students have registered, so seat availability is often limited.*

**Estimated 2025-2026 tuition cost per credit: \$178.00**

### **Student #1**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** College Technical Math 1A (3 credits)  
Medical Terminology (3 credits)  
Oral/Interpersonal Communication (3 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 9 credits with Start College Now Programming.

**Projected cost:** 9 credits maximum for \$1,602.00

**Student #2**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Introduction to Psychology (3 credits)  
Psychology of Human Relations (3 credits)  
Mathematical Reasoning (3 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 6 credits with Start College Now Programming.

**Projected cost:** 9 credits for \$1,602.00

**Student #3**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Introduction to Psychology (3 credits)  
College Technical Math 1A (3 credits)  
Mathematical Reasoning (3 credits)

**Counselor Recommendation:** Approve all requested courses, however, student has already completed 12 credits with Start College Now Programming. Student's family is aware that BHS is only responsible for 6 additional credits. If the family chooses to enroll above 6 credits, they understand that financial responsibility to CVTC will be 100% at their cost.

**Projected cost:** 6 credits maximum for \$1,068.00

**Student #4**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** English Composition 1 (3 credits)

**Counselor Recommendation:** Approve requested course

**Projected cost:** 3 credits for \$534.00

**Student #5**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Oral/Interpersonal Communications (3 credits)

**Counselor Recommendation:** Approve requested course

**Projected cost:** 3 credits for \$534.00

**Student #6**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Developmental Psychology (3 credits)  
Introductory Sociology (3 credits)  
Introduction to Sociology (3 credits)  
Introduction to Diversity Studies (3 credits)  
Prep for Basic Chemistry (2 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 6 credits with Start College Now Programming. Even though BHS offers a college level Chemistry class, the class is not offered as a mid-year option.

**Projected cost:** 12 credits maximum for \$2,136.00

**Student #7**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Math for Technical Trades (2 credits)  
Science for Technical Trades (2 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 3 credits with Start College Now Programming.

**Projected cost:** 4 credits for \$712.00

**Student #8**

**Grade:** 11

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** General Psychology (3 credits)  
US History 1877 to Present (3 credits)  
Introductory Sociology (3 credits)  
Precalculus (4 credits)  
College Algebra (4 credits)  
Spanish 1 (4 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 3 credits with Start College Now Programming. Even though BHS offers a college level Math class, the class is not offered as a mid-year option.

**Projected cost:** 15 credits maximum for \$2,670.00

**Student #9**

**Grade:** 11

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Introduction to Psychology (3 credits)  
Introduction to Sociology (3 credits)  
English Composition 1 (3 credits)

**Counselor Recommendation:** Approve all requested courses.

**Projected cost:** 9 credits for \$1,602.00

**Student #10**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Introduction to Sociology (3 credits)  
Developmental Psychology (3 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 12 credits with Start College Now Programming.

**Projected cost:** 6 credits maximum for \$1,068.00

**Student #11**

**Grade:** 12

**School to Attend:** Chippewa Valley Technical College

**Interested Course & Credits:** Developmental Psychology (3 credits)  
Oral/Interpersonal Communications (3 credits)  
Speech (3 credits)  
Fundamentals of Speech (3 credits)  
Prep for Basic Chemistry (2 credits)  
EMT 1 Training (2 credits)

**Counselor Recommendation:** Approve all requested courses. Student has already completed 9 credits with Start College Now Programming. Even though BHS offers a college level Chemistry class, the class is not offered as a mid-year option.

**Projected cost:** 9 credits maximum for \$1,602.00

2025 Safety Drill Evaluation - Tiffany Creek Elementary

On September 18, 2025 Tiffany Creek Elementary School conducted a lockdown and evacuation drill. Teachers, parents, and students were notified in advance when the drill would take place. Before the drill, our staff reviewed the school's expectations for behavior and ALiCE procedures.

The students were in their homeroom class to complete the drill. Any staff members without students to supervise were helping other teachers/students. We practiced the lock down drill from 1:00-1:10 pm. At 1:10 pm, I directed staff and students to exit the building and head to their gathering point on the school grounds, followed by going to their rally point. The last announcement was over the radios to give the "All Clear, All Clear" and to return to the building. This was at 1:21. The final announcement was to allow time for students and staff to debrief. The surprise part of this safety event was an additional announcement, that there was an intruder in the building, and that we were to go into lock down. Hopefully, we will not be attached to the HS/MS announcement in the future!

Our elementary school implements ALiCE protocols during drills. Our students and staff are trained to move away from sight and maintain silence, turn off lights, barricade if needed, and evacuate if needed. Survival is the primary focus.

After the drill concluded the classroom debriefed the drill, discussed the purpose of the drill, and observed outcomes and any additional issues that came up. Staff will have an opportunity to give feedback to administration about items that arose at the Building Council Meeting on September 25, 2025..

There were 309 students and 40 adults present for this drill. The local police were also present.

Successful highlights: Staff and students were prepared for the drill. They moved in a timely manner.

Focus areas for the next drill: Ensure all doors are locked and students move into lockdown position immediately. When all students in the class are accounted for at the first rally point, move directly to the next rally point.

Our school certifies that this drill was conducted on September 18, 2025, and this written evaluation was sent to and reviewed by the school board for the October 2025 board report .

Principal Signature: Shannon Bignell Date: 9/19/25

Superintendent Signature: [Signature] Date: 9/22/25

School Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Boyceville Community School District



*Leading Today... Developing Excellence for Tomorrow*

Boyceville High & Middle School  
Safety Preparedness Drill -

Boyceville High/Middle School engaged in a Safety Preparedness Drill on Thursday, September 18, 2025. Communication was distributed via JMC to all families of students in grades 6-12 on Thursday, September 11, informing parents/guardians of the impending drill. A final message was sent to parents/guardians following the drill, sharing information about the drill and what actions students and staff engaged in.

The drill began at 1:30pm with an announcement from the high/middle school office indicating that our drill was beginning. At this time, staff were directed to complete tasks associated with a Google Slides presentation and provide a review of procedures associated with our current practice (ALICE).

At various increments throughout the drill, announcements were delivered via our new public address system (InformaCast) sharing various stages of action needed to be taken by; staff and students. Staff and students were to determine what the best plan of action was considering the information AND understanding that they were to do something. At approximately 1:42pm, the high/middle school staff and student body were confronted with a message via Informacast that they needed to evacuate the building. Students were advised of a reunification point where they were to check-in with their designated teacher/staff member.

An "All Clear" was broadcast twice (per protocol) over the public address system at approximately 1:47pm, and students were allowed to return to the building. Once students returned to the building, they returned to their sixth period class where teachers engaged students in a debriefing of the activity and provided information about a survey designed to get their feedback regarding concerns OR things they noticed during the course of the drill.. The drill was concluded at 2pm, taking 30 minutes to complete.

There were approximately 355 students and 40 adults present for this drill. The Boyceville Police Department assisted in the operation of this drill by providing community support through their presence near BHS/BMS.

## HIGHLIGHTS:

- Staff and students were able to identify the various components of ALICE and how to implement each.
- Students were able to share various ways in which they could increase their ability to get out alive.

## NEEDS IMPROVEMENT:

- We need to reevaluate our reunification locations as they create safety concerns and are not far enough away from our school setting OR involve bottlenecking (crossing the bridge).
- We continue to have issues with our speaker system and the ability to hear it.
- Our new PA system (InformaCast) needs to be separated between our two buildings.

Our school certifies that this drill was conducted on September 18, 2025, and this written evaluation was sent to and reviewed by the school board on October 22, 2025.

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Board President Signature: \_\_\_\_\_ Date: \_\_\_\_\_