HUSTISFORD SCHOOL DISTRICT

NOTICE is hereby given that the Regular Meeting of the Board of Education of the Hustisford School District will be held on **Monday, June 15, 2026** in the Jr./Sr. High School Library/Media Center beginning at **6:30 p.m.** and the Agenda for said meeting is listed below.

This 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 in the agenda. Upon request to the District Administrator, submitted twenty-four (24) hours in advance, the District shall make reasonable accommodations including the provision of informational material in an alternative format for a person to be able to attend this meeting.

REGULAR SCHOOL BOARD MEETING AGENDA

I **Call to Order**

II. **Pledge of Allegiance**

III. **Board Members in Attendance** – Signatures of Board Members

IV. **Verification of Public Notice**

Pursuant to WI Statute 19.84 (1, 2, 3, 4), the Superintendent confirms that prior notices have been placed in the District, on the district website and additional copies were forwarded to Hustisford State Bank, Hustisford Post Office, Hustisford Village Hall.

V. **Recognition of Schultz Bus Service**

Proclamation, Guests comments, Plaque, Wayne and Marlene Schultz comments, short celebratory recess

VI. **Consent Agenda**

The purpose of the Consent Agenda is to provide a mechanism where the Board can dispose of routine matters that must by law come before this body.

A. Approval of Minutes of the Regular Board Meeting—May 19, 2026
B. Approval of Financial Business: Approval of Bills (#45374-45394) Funds 10, 27, 38, 41, 50, 80
C. Approval of Student Activity Accounts
D. Approval of Personnel Report

VII. **Reports**

A. Principal's Report - Mr. Moe
B. Athletic Director's Report - Mr. Falkenthal
C. Financial Director's Report - Mrs. Feucht
D. Superintendent's Report - Mr. Bugnacki

VIII. Committee Reports

A. Building and Grounds Committee - Tuesday, June 2, 2026
B. Curriculum and Instruction Committee - Tuesday, June 2, 2026
C. Policy Committee - Monday, June 1, 2026
D. Personnel and Finance Committee - Monday, June 1, 2026

IX. Public Comment

Citizen input is vital to the improvement of our School District. Most times your remarks may be listened to without comment from the board members or superintendent. This does not mean they are heard with any less intensity or concern. The Board retains the option of limiting public comments to three (3) minutes. Where appropriate district staff or board members will investigate your comments and report back to you and the school board. We thank you for taking the time to address the Board of Education.

X. Business

1. NEOLA Policy Updates: From time to time Neola has special policy updates that do not follow the regular policy approval cadence. Such is the case with Special Update - Act 89. The Act 89 update was reviewed at the Policy Committee on June 1, 2026. The following Act 89 policies were reviewed at the Policy Committee Meeting: po0144.5; po1213; po3213; po4213; po7530.02; po7540.03; po7544; po8120; po8462 (Title Change). Additionally policy po7540.02 REDRAFT, was reviewed. The Committee voted 3 - 0 to approve the policies and forward to the full Board for consideration and approval. The Committee's review is considered the first reading, and the Board's review is considered the second reading. Once approved by the full Board, the policies will be added to our website.
    a. Administration's Recommendation: To approve NEOLA policies as presented.
    b. Motion to approve the Act 89 policies and policy 7540.02 as presented.

2. Lawn Service Contract: On June 2, 2026 the B&G Committee discussed lawn services with Husty Lawns & Services LLC in light of the fields and grounds having less activity through the summer and fall. It was determined by the Committee to reduce lawn services, while still maintaining playing fields for use by clubs and the recreation department. The Committee voted to reduce the areas being mowed, and the frequency of the mowing on non playing field areas. Mowing and trimming will occur two to three times a month for a fee of $1200.00. The change in mowing services will save the district $5000.00 annually. The Committee voted 3 - 0 to change the plan and to forward to the full Board for consideration and approval.
    a. Administration's Recommendation to approve the Husty Lawns & Services LLC contract for mowing services in the amount of $1200.00 per month.
    b. Motion to approve the Husty Lawns & Services LLC contract through October 31, 2026 in the amount of $1200.00 per month.

3. Life and Disability Insurance: Annually the Board must take action to approve the Life and Disability insurance renewal. For the 2026-27 year. At the Personal and Finance (P&F) Committee meeting on June 1, 2026, the Committee reviewed the updated Life, Short & Long-Term Disability insurance plans for 2026-27. The Committee voted 3 - 0, to approve the change in coverage and forward to the full Board for consideration and approval. The plan change will save the district $1460.27 annually.
    a. Administration's Recommendation to approve the Life, Short & Long-Term Disability insurance plans for the 2026-27 year as presented.
    b. Proposed motion: To approve the Life, Short & Long-Term Disability insurance plans as presented.

4. 2026-27 Transportation Contract: The administration has been working with Riteway Transportation to establish a contract and routes for the 2026-27 school year, as Schultz Transportation is no longer providing regular school route transportation. The Committee reviewed and discussed a proposed 2026-27 transportation contract from Riteway Transportation. The Committee heard from Riteway Transportation on transportation services for Hustisford students to Dodgeland School District for the 2026-27 school year. After review and discussion, the Committee voted 3 - 0 to forward the Riteway contract to the full Board for consideration and approval.
    a. Administration's Recommendation to approve the 2026-27 Riteway Transportation contract.
    b. Proposed motion: To approve the 2026-27 Riteway Transportation contract and rates as presented.

5. Draft Resolution Ordering Dissolution: At the April Board meeting the Board took the initial step in the dissolution process with the adoption of a resolution to consider dissolving the school district. The school district clerk sent the certified copy of the resolution to the Secretary of the School District Boundary Appeal Board (SDBAB) Wis. Stats. 117.10(1). In the July following the adoption of the resolution to consider dissolution, the school board may order the school district dissolved by adopting a resolution ordering the dissolution. Failure of a school board to adopt a resolution either ordering or denying the dissolution before August 1 constitutes a denial of the dissolution. If the order is approved by the School District Boundary Appeal Board (SDBAB), the dissolution becomes effective the following July 1.
    a. Administration's Recommendation to review and discuss the SECOND DRAFT of the resolution ordering dissolution.
    b. Proposed motion: No motion at this time.

XI. Informational/Discussion Items:

A. Tentative/Suggested Meetings/Events:

- *Building and Grounds Committee – TBD.*
- *Curriculum and Instruction - TBD*
- *Policy – TBD*
- *Personnel and Finance — Tuesday, July 7, 2026 at 5:00 p.m.*
- *Regular Board Meeting – Monday, July 20, 2026 at 6:30 p.m.*

XII. Motion to Adjourn into Closed Session

Motion to adjourn into closed session:

1. Pursuant to Wis. Stats. Section 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stats. Section 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

2. It is anticipated that the Board may reconvene into Open Session and may take action on one or more of the Closed Session items, one of which will be to approve the Closed Session Minutes of May 19, 2026.

Call to Order

XIII. Return to Open Session

XIV. Motion to Adjourn

Jamie Kulkee – School Board Clerk
Posted — June 11, 2026

HUSTISFORD SCHOOL DISTRICT
Regular Board of Education Meeting Minutes
May 19, 2026

I. Call to Order

The meeting was called to order by Board President Steve Weinheimer at 6:30 p.m.

II. Pledge of Allegiance

III. Board Members in Attendance

Board members signed the attendance roster at the start of the meeting. Members present: Steve Weinheimer, Tracy Malterer, Jamie Kulkee, Kevin Muche, Jay Huncosky, Tim Simmons, Nate Dorn.

IV. Verification of Public Notice

Todd Bugnacki, Interim Superintendent verified that the meeting had been posted as required by State Statute.

V. Consent Agenda

The purpose of the Consent Agenda is to provide a mechanism where the Board can dispose of routine matters that must by law come before this body.

A. Approval of Minutes of the Regular Board Meeting—May 19, 2026
B. Approval of Financial Business: Approval of Bills (#45350-45373) Funds 10, 27, 38, 41, 50, 80
C. Approval of Student Activity Accounts
D. Approval Personnel Report
E. Approval of ACP/E4E Plan

Motion made by Tracy Malterer and seconded by Jay Huncosky to approve the consent agenda as presented.

Motion passed voice vote 7 - 0.

VI. Reports

A. Principal's Report & Citizen of the Month Recognition - Mr. Bushey and Mr. Moe
B. Athletic Director's Report - Mr. Falkenthal
C. Financial Director's Report - Mrs. Feucht
D. Superintendent's Report - Mr. Bugnacki

VII. Committee Reports

A. Building and Grounds Committee
B. Curriculum and Instruction Committee
C. Policy Committee
D. Personnel and Finance Committee

No official committee reports were held in May, however, President Steve Weinheimer mentioned that the committee level items were discussed at the regular meeting level.

VIII. Public Comment

Citizen input is vital to the improvement of our School District. Most times your remarks may be listened to without comment from the board members or superintendent. This does not mean they are heard with any less intensity or concern. The Board retains the option of limiting public comments to three (3) minutes. Where appropriate district staff or board members will investigate your comments and report back to you and the school board. We thank you for taking the time to address the Board of Education.

IX. Business

1. NEOLA Policy Updates: At least twice a year, NEOLA provides policy updates due to changes in state law, state and federal mandates and practice. All of NEOLA's policies have been thoroughly prepared and reviewed by Neola's legal counsel for statutory compliance. The policies presented have been reviewed by the Policy Committee on April 8, 2026 and are recommended to the Board for approval. The Committee review is considered the first reading, and the Board's review is considered the second reading. Once approved, the policies will be added to our website.

Motion made by Jamie Kulkee and seconded by Tracy Malterer to approve ACT 57 Policy and Volume 35.1 updates as presented.

Motion passed voice vote 7 - 0.

2. Dental Insurance: Annually the Board must take action to approve dental insurance renewal. For the 2026-27 year, the Dental plan is unchanged from the current year. Employee rates: Single coverage $46.77 and Family $120.79 for monthly premiums.
    a. Recommendation to approve the Dental plan for the 2026-27 year as presented.
    b. Proposed motion: To approve the Dental insurance plan as presented.

Motion made by Jay Huncosky and seconded by Tim Simmons to approve the Dental Insurance Plan as presented.

Motion passed voice vote 7 - 0.

3. Vision Insurance: Annually the Board must take action to approve vision insurance renewal. For the 2026-27 year, the Vision plan is unchanged from the current year and paid 100% by the employee at either $120.60 for Single coverage or $288.12 for Family coverage.
    a. Recommendation to approve the Vision plan for the 2026-27 year as presented.
    b. Proposed motion: To approve the Vision insurance plan as presented.

Motion made by Jay Huncosky and seconded by Kevin Muche to approve the Vision Insurance Plan as presented.

Motion passed voice vote 7 - 0.

4. Life and Disability Insurance: Annually the Board must take action to approve the Life and Disability insurance renewal. For the 2026-27 year.
    a. Recommendation to approve the Life and Disability insurance plans for the 2026-27 year as presented.
    b. Proposed motion: To approve the Life and Disability insurance plans as presented.

    No action taken.

5. Draft Resolution Ordering Dissolution: At the April Board meeting the Board took the initial step in the dissolution process with the adoption of a resolution to consider dissolving the school district. The school district clerk sent the certified copy of the resolution to the Secretary of the School District Boundary Appeal Board (SDBAB) Wis. Stats. 117.10(1). In the July following the adoption of the resolution to consider dissolution, the school board may order the school district dissolved by adopting a resolution ordering the dissolution. Failure of a school board to adopt a resolution either ordering or denying the dissolution before August 1 constitutes a denial of the dissolution. If the order is approved by the School District Boundary Appeal Board (SDBAB), the dissolution becomes effective the following July 1.
    a. Recommendation to review and discuss the resolution ordering dissolution.
    b. Proposed motion: No motion at this time.

    No action taken.

6. Facilities/field Use: As the district plans for the summer and fall, decisions need to be made on how to manage our facilities and whether the facilities should be rented starting with the summer of 2026. There were roughly six community groups that used our facilities throughout last year. Most of the after hours usage was for school district related activities. We currently have one group asking to use the elementary school during the early evening hours starting in September. In addition, there may be requests to use our fields. To assist in the discussion, the Board can reference current policy and facility use fees. When making decisions on facility/field use, consideration should be given to expenses that include maintenance, custodian, utilities, administration, supervision, insurance etc…
    a. Recommendation to be determined.
    b. Proposed motion to be determined.

    No action taken.

X. Informational/Discussion Items:

A. Tentative/Suggested Meetings/Events:

- *Building and Grounds Committee – June 2, 2026 at 4:00 p.m.*
- *Curriculum and Instruction – June 2, 2026 at 5:00 p.m.*
- *Policy – Monday, June 1, 2026 at 4:00 p.m.*

- *Personnel and Finance — Monday, June 1, 2026 at 5:00 p.m.*
- *Regular Board Meeting – Monday, June 15, 2026 at 6:30 p.m.*

XI. Motion to Adjourn into Closed Session

1. Pursuant to Wis. Stats. Section 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, administration duties and assignments for the 2026-27 school year.

2. Pursuant to Wis. Stats. Section 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

3. Pursuant to Wis. Stats. Section 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stats. Section 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

4. It is anticipated that the Board may reconvene into Open Session and may take action on one or more of the Closed Session items, one of which will be to approve the Closed Session Minutes of April 29, 2026.

Motion made by Jay Huncosky and seconded by Tim Simmons to adjourn into closed session at 7:49 p.m.

ROLL CALL vote	*PASS 7 - 0*
Tracy Malterer	Yes
Steve Weinheimer	Yes
Jamie Kulkee	Yes
Kevin Muche	Yes
Jay Huncosky	Yes
Tim Simmons	Yes
Nate Dorn	Yes

A. Call to Order

The meeting was called to order by Steven Weinheimer at 7:53 p.m.

XII. Return to Open Session

A. A motion was made by Kevin Muche and seconded by Jay Huncosky to return to open session at 8:43 p.m.

Motion passed voice vote 7 - 0.

B. A motion was made by Nate Dorn and seconded by Tim Simmons to approve the Meeting minutes from April 29, 2026.

Motion passed voice vote 7 - 0.

XIII. Motion to Adjourn

A motion was made by Jamie Kulkee and seconded by Nate Dorn to adjourn the meeting at 8:44 p.m.

Motion passed voice vote 7 - 0.

Jamie Kulkee — School Board Clerk
Approved — June 15, 2026

CHECK NUMBER	CHECK DATE	VENDOR	ACCOUNT NUMBER	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	BATCH NUMBER
45374	05/18/2026	BRADOW JEWELERS	10 E 800 411 231100 000	497.41	001-118043	Retiree gifts 2026	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	32.03	939362	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	128.01	939362	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	32.01	939362	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	64.00	939362	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	19.57	939754	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	78.28	939754	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	19.56	939754	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	39.14	939754	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	19.56	940171	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	78.28	940171	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	19.57	940171	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	39.14	940171	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	33.84	940401	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	135.33	940401	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	33.82	940401	Milk	0	051320
45375	05/18/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	67.66	940401	Milk	0	051320
45376	05/18/2026	PERFORMANCE FOODSERV	50 E 800 387 257200 000	16.50	16.50	Food service	0	051320
45376	05/18/2026	PERFORMANCE FOODSERV	50 E 800 415 257900 000	29.94	309262	Food service	0	051320
45376	05/18/2026	PERFORMANCE FOODSERV	50 E 800 411 257200 000	57.66	309263	Food Service	0	051320
45376	05/18/2026	PERFORMANCE FOODSERV	50 E 800 415 257200 546	101.87	309263	Food Service	0	051320
45376	05/18/2026	PERFORMANCE FOODSERV	50 E 800 415 257200 547	769.24	309263	Food Service	0	051320
45377	05/27/2026	BARBEQUE COMPANY RES	10 E 800 310 232100 000	925.70	05222026	School Board and staff luncheon	0	052720
45378	05/27/2026	WISC DEPT OF NATURAL	10 R 400 292 500000 010	30.00	05222026	GoWild DNR Safety certifications (3)	0	052720
45379	05/28/2026	HUSTISFORD SCHOOL DI	27 L 000 000 811690 000	137.50	20260529AD	Payroll accrual	0	ZPAY98
45379	05/28/2026	HUSTISFORD SCHOOL DI	10 L 000 000 811690 000	200.83	20260529AD	Payroll accrual	0	ZPAY98
45381	05/29/2026	FAITH AUTOMOTIVE	27 E 800 324 256600 341	57.50	33696	Oil change gray van	0	052920
45382	05/29/2026	HUSTY HARDWARE INC.	10 E 800 411 253000 000	21.98	000535	Custodial supplies; flag hardware	0	052920
45383	05/29/2026	JACQUART, SCOTT	80 E 800 411 393205 000	41.22	05182026	MSBB end of season party	0	052920
45384	05/29/2026	SCHULTZ BUS SERVICE	10 E 800 341 256770 000	57.20	9241	Pupil transportation April 2026; Earth & Space Science FT; reimb	0	052920
45384	05/29/2026	SCHULTZ BUS SERVICE	10 E 800 341 256770 000	468.14	9241	Pupil transportation April 2026; Earth & Space Science FT; reimb	0	052920
45385	06/02/2026	EMPLOYEE BENEFITS CO	10 E 800 310 252000 000	35.50	5425219	Best Flex Plan May2026	0	041620

CHECK NUMBER	CHECK DATE	VENDOR	ACCOUNT NUMBER	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	BATCH NUMBER
45386	06/02/2026	MAASS REFRIGERATION	50 E 800 310 257200 000	1,969.41	i19265	Walk in freezer repair	0	041620
45387	06/02/2026	QUILL CORPORATION	10 E 400 411 241000 000	-6.98	45596571.C	HS Office Supplies; credit memo	0	041620
45387	06/02/2026	QUILL CORPORATION	10 E 100 411 241000 000	18.12	48161581	JHE office supplies	0	041620
45387	06/02/2026	QUILL CORPORATION	10 E 100 411 253000 000	182.05	48802837	Custodial supplies; trash bags	0	041620
45387	06/02/2026	QUILL CORPORATION	10 E 400 411 253000 000	182.05	48802837	Custodial supplies; trash bags	0	041620
45388	06/02/2026	REHAB RESOURCES	27 E 800 310 218100 341	282.63	OTApril202	OT services April 2026	0	041620
45389	06/02/2026	U.S. CELLULAR	10 E 800 358 295000 000	284.37	0797064051	Hotspots 2/18/2026-3/17/2026	0	041620
45390	06/04/2026	BATTERIES PLUS LLC	10 E 400 411 253000 000	68.75	P90977501	Lightbulbs; JrSrHigh	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	32.00	940951	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	128.03	940951	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	32.01	940951	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	64.01	940951	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	22.06	941239	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	88.23	941239	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	22.05	941239	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	44.11	941239	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	25.34	941773	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	101.38	941773	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	25.34	941773	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	50.69	941773	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	27.91	942041	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	111.65	942041	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	55.83	942041	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	27.91	942041	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	27.57	942621	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	110.28	942621	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	27.57	942621	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	55.13	942621	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	27.57	942870	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	110.28	942870	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	27.56	942870	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	55.14	942870	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 540	40.76	943680	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 541	163.03	943680	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 548	40.75	943680	Milk	0	060120
45391	06/04/2026	ENGELHARDT DAIRY OF	50 E 800 415 257200 551	81.51	943680	Milk	0	060120

CHECK NUMBER	CHECK DATE	VENDOR	ACCOUNT NUMBER	AMOUNT	INVOICE NUMBER	INVOICE DESCRIPTION	PO NUMBER	BATCH NUMBER
45392	06/04/2026	HUSTISFORD HIGH SCHO	10 E 400 310 162204 000	2,507.50	Spring2026	Reimburse activity accts for spring sport officials and workers	0	060120
45392	06/04/2026	HUSTISFORD HIGH SCHO	80 E 800 310 393117 000	437.50	Spring2026	Reimburse activity accts for spring sport officials and workers	0	060120
45392	06/04/2026	HUSTISFORD HIGH SCHO	10 E 400 310 162116 000	2,455.00	Spring2026	Reimburse activity accts for spring sport officials and workers	0	060120
45393	06/04/2026	MI-DE EXCAVATING	10 E 400 324 254200 000	196.31	55777	Rolling athletic fields	0	060120
45394	06/04/2026	VITAL RECORDS CONTRO	10 E 800 329 253000 000	80.08	5152809	Destruction bin per month June 2025; called 052826 re outstanding inv	0	060120
45394	06/04/2026	VITAL RECORDS CONTRO	10 E 800 329 253000 000	81.28	6308509	May2026; destruction bins	0	060120
		Totals for checks		14,651.76				

F U N D S U M M A R Y

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	General Fund	200.83	30.00	8,054.46	8,285.29
27	Fund 27-Special Education	137.50	0.00	340.13	477.63
50	Food Service	0.00	0.00	5,410.12	5,410.12
80	COMMUNITY SERVICE	0.00	0.00	478.72	478.72
*** Fund Summary Totals ***		338.33	30.00	14,283.43	14,651.76

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

Bank Reconciliation Report

Bank Statement Closing Date: 05/31/2026
Bank: SBAA Activity Account-ES (Hustisford State Bank)
Cash Account: 21 A 100 000 711000 000
Reconciled: yes **Reconciled By:** LEAH SCHARNELL

Bank Statement Balance

Bank Balance shown on this Bank Statement:		51,960.99	
Items Not Listed on this Statement			
Less Checks:	1,207.31		
Plus Cash Receipt Deposits:	0.00		
Plus Fee Management Deposits:	0.00		
Plus Journal Entry Transactions:	0.00		
Subtotal of Skyward Transactions not on Statement:		-1,207.31	
Less Manual Adjustments:		-56.75	
Adjusted Bank Statement Balance:			50,810.43

SBAA Ending Cash Balance as of 05/31/2026

Previous Month Ending Balance:		57,076.21	
Items from Skyward Transactions			
Less Checks:	7,000.03		
Plus Cash Receipt Deposits:	734.25		
Plus Fee Management Deposits:	0.00		
Plus Journal Entry Transactions:	0.00		
Subtotal of Skyward Transactions:		-6,265.78	
Month End Balance:			50,810.43
Variance:			0.00

Leah M Scharnell — 6/3/26

LEAH SCHARNELL Signature — Date

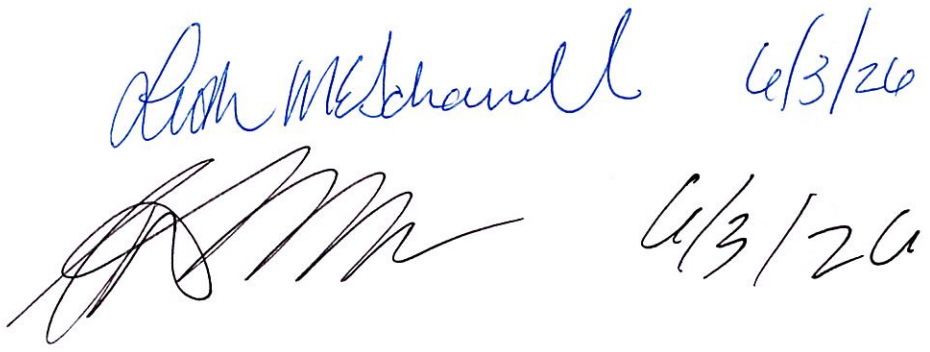
Authorized Signature — 6/3/26

Authorized Signature — Date

Description: SBAA Entity 100 Acct. Receipt/Disbursement Summary Rpt - 2026 May Board Report

Account	Description	May 1, 2026 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	May 31, 2026 Ending Balance
21 Q 100 000 936900 700	FD BAL-REST OTH/Art Fund	-473.98	0.00	0.00	-473.98
21 Q 100 000 936900 701	FD BAL-REST OTH/Birdseed BP	0.00	0.00	0.00	0.00
21 Q 100 000 936900 702	FD BAL-REST OTH/Library Book/Library Book Fund	-4,796.57	0.00	0.00	-4,796.57
21 Q 100 000 936900 703	FD BAL-REST OTH/Field Trips	-1,820.51	0.00	0.00	-1,820.51
21 Q 100 000 936900 704	FD BAL-REST OTH/General	7,855.32	0.00	0.00	7,855.32
21 Q 100 000 936900 705	FD BAL-REST OTH/Green Team	0.00	0.00	0.00	0.00
21 Q 100 000 936900 706	FD BAL-REST OTH/PE Fund	-200.00	0.00	0.00	-200.00
21 Q 100 000 936900 707	FD BAL-REST OTH/Popcorn Friday	-587.47	0.00	81.16	-506.31
21 Q 100 000 936900 708	FD BAL-REST OTH/Principal's Fnd	-6,850.36	-734.25	2,285.24	-5,299.37
21 Q 100 000 936900 709	FD BAL-REST OTH/PTC	-9,845.39	0.00	3,481.65	-6,363.74
21 Q 100 000 936900 710	FD BAL-REST OTH/Safety Patrol	11.31	0.00	0.00	11.31
21 Q 100 000 936900 711	FD BAL-REST OTH/Science Fair	-79.80	0.00	0.00	-79.80
21 Q 100 000 936900 712	FD BAL-REST OTH/Soda Pop	-14.80	0.00	0.00	-14.80
21 Q 100 000 936900 713	FD BAL-REST OTH/Student Assist.	-851.16	0.00	0.00	-851.16
21 Q 100 000 936900 714	FD BAL-REST OTH/Student Council	-1,993.49	0.00	1,091.90	-901.59
21 Q 100 000 936900 715	FD BAL-REST OTH/Stuff the Bus	-62.00	0.00	0.00	-62.00
21 Q 100 000 936900 716	FD BAL-REST OTH/Yearbook	-1,130.19	0.00	60.08	-1,070.11
21 Q 100 000 936900 718	FD BAL-REST OTH/Playground Fund	-36,197.12	0.00	0.00	-36,197.12
	Total Equity Accounts:	-57,036.21	-734.25	7,000.03	-50,770.43
	Total Equity Accounts:	-57,036.21	-734.25	7,000.03	-50,770.43
	Grand Total:	-57,036.21	-734.25	7,000.03	-50,770.43

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



Bank Reconciliation Report

Bank Statement Closing Date: 05/29/2026
Bank: SBAA Activity Account-HS (Hustisford State Bank)
Cash Account: 21 A 400 000 711000 000
Reconciled: yes **Reconciled By:** JENNIFER L. PEPLINSKI

Bank Statement Balance

Bank Balance shown on this Bank Statement:		12,679.19	
Items Not Listed on this Statement			
Less Checks:	2,617.66		
Plus Cash Receipt Deposits:	0.00		
Plus Fee Management Deposits:	0.00		
Plus Journal Entry Transactions:	0.00		
Subtotal of Skyward Transactions not on Statement:		-2,617.66	
Less Manual Adjustments:		0.00	
Adjusted Bank Statement Balance:			10,061.53

SBAA Ending Cash Balance as of 05/29/2026

Previous Month Ending Balance:		17,669.33	
Items from Skyward Transactions			
Less Checks:	18,301.53		
Plus Cash Receipt Deposits:	10,693.73		
Plus Fee Management Deposits:	0.00		
Plus Journal Entry Transactions:	0.00		
Subtotal of Skyward Transactions:		-7,607.80	
Month End Balance:			10,061.53

Variance: 0.00

Jennifer Peplinski
JENNIFER L. PEPLINSKI Signature

6/4/26
Date

Authorized Signature

6/9/26
Date

Description: SBAA Entity 400 Acct. Receipt/Disbursement Summary Rpt - Board Report

Account	Description	May 1, 2026 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	May 31, 2026 Ending Balance
21 Q 400 000 165000 883	Student Act./Falcon Incent.	0.00	0.00	0.00	0.00
21 Q 400 000 936900 800	FD BAL-REST OTH/General	-5,322.24	-331.30	332.03	-5,321.51
21 Q 400 000 936900 801	FD BAL-REST OTH/Class of 2020	-3,425.48	0.00	0.00	-3,425.48
21 Q 400 000 936900 802	FD BAL-REST OTH/Class of 2028	-3,351.36	-40.00	0.00	-3,391.36
21 Q 400 000 936900 803	FD BAL-REST OTH/Class of 2029	-2,060.46	0.00	0.00	-2,060.46
21 Q 400 000 936900 804	FD BAL-REST OTH/Class of 2030	-4,312.67	-10.00	1,399.50	-2,923.17
21 Q 400 000 936900 805	FD BAL-REST OTH/Class of 2024	-1,105.91	0.00	0.00	-1,105.91
21 Q 400 000 936900 806	FD BAL-REST OTH/Class of 2025	-1,135.49	-5.00	0.00	-1,140.49
21 Q 400 000 936900 807	FD BAL-REST OTH/Class of 2026	-4,798.35	0.00	3,995.75	-802.60
21 Q 400 000 936900 808	FD BAL-REST OTH/Class of 2027	-2,390.40	0.00	568.66	-1,821.74
21 Q 400 000 936900 820	FD BAL-REST OTH/Dance Team	-114.69	0.00	0.00	-114.69
21 Q 400 000 936900 821	FD BAL-REST OTH/Wash.DC Trip	-2,043.05	0.00	0.00	-2,043.05
21 Q 400 000 936900 822	FD BAL-REST OTH/Cheer Team	0.00	0.00	0.00	0.00
21 Q 400 000 936900 823	FD BAL-REST OTH/GBB Club	-1,605.14	0.00	0.00	-1,605.14
21 Q 400 000 936900 824	FD BAL-REST OTH/VB Club	-269.49	0.00	0.00	-269.49
21 Q 400 000 936900 825	FD BAL-REST OTH/BBB Club	-2,244.96	-40.00	0.00	-2,284.96
21 Q 400 000 936900 826	FD BAL-REST OTH/Wrestling Invit	-755.24	0.00	0.00	-755.24
21 Q 400 000 936900 827	FD BAL-REST OTH/Wrestling Reg	0.00	0.00	0.00	0.00
21 Q 400 000 936900 828	FD BAL-REST OTH/Baseball Club	-6,880.90	0.00	15.00	-6,865.90
21 Q 400 000 936900 829	FD BAL-REST OTH/Soccer Club	-2,292.39	-1,174.28	180.00	-3,286.67
21 Q 400 000 936900 830	FD BAL-REST OTH/GBB Regionals	0.00	0.00	0.00	0.00
21 Q 400 000 936900 831	FD BAL-REST OTH/Pep Band	0.00	0.00	0.00	0.00
21 Q 400 000 936900 832	FD BAL-REST OTH/Soccer Tourn	0.00	0.00	0.00	0.00
21 Q 400 000 936900 833	FD BAL-REST OTH/Baseball Tourn	0.00	0.00	0.00	0.00
21 Q 400 000 936900 834	FD BAL-REST OTH/Camp Randall	0.00	0.00	0.00	0.00
21 Q 400 000 936900 835	FD BAL-REST OTH/FB Playoff	0.00	0.00	0.00	0.00
21 Q 400 000 936900 836	FD BAL-REST OTH/FB Club	-522.03	0.00	0.00	-522.03
21 Q 400 000 936900 837	FD BAL-REST OTH/Softball Club	-2,522.20	0.00	0.00	-2,522.20
21 Q 400 000 936900 838	FD BAL-REST OTH/VB Regional	-70.65	0.00	0.00	-70.65
21 Q 400 000 936900 839	FD BAL-REST OTH/VB Sectional	0.00	0.00	0.00	0.00
21 Q 400 000 936900 840	FD BAL-REST OTH/BBB Regional	0.00	0.00	0.00	0.00
21 Q 400 000 936900 841	FD BAL-REST OTH/Softball Reg.	0.00	0.00	0.00	0.00
21 Q 400 000 936900 842	FD BAL-REST OTH/Soccer Reg.	0.00	0.00	0.00	0.00
21 Q 400 000 936900 843	FD BAL-REST OTH/Baseball Reg.	0.00	-396.00	160.00	-236.00
21 Q 400 000 936900 844	FD BAL-REST OTH/Soccer Sect.	0.00	0.00	0.00	0.00
21 Q 400 000 936900 845	FD BAL-REST OTH/Baseball Off	1,250.00	0.00	1,257.50	2,507.50
21 Q 400 000 936900 846	FD BAL-REST OTH/BBB Off	4,420.00	-4,420.00	0.00	0.00
21 Q 400 000 936900 847	FD BAL-REST OTH/FB Off	0.00	0.00	0.00	0.00

Account	Description	May 1, 2026 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	May 31, 2026 Ending Balance
21 Q 400 000 936900 848	FD BAL-REST OTH/JHFB Off	0.00	0.00	0.00	0.00
21 Q 400 000 936900 849	FD BAL-REST OTH/GBB Off	0.00	0.00	0.00	0.00
21 Q 400 000 936900 850	FD BAL-REST OTH/JHBB Off	2,015.00	-2,015.00	0.00	0.00
21 Q 400 000 936900 851	FD BAL-REST OTH/Soccer Off	925.00	0.00	1,530.00	2,455.00
21 Q 400 000 936900 852	FD BAL-REST OTH/Softball Off	75.00	0.00	362.50	437.50
21 Q 400 000 936900 853	FD BAL-REST OTH/VB Off	0.00	0.00	0.00	0.00
21 Q 400 000 936900 854	FD BAL-REST OTH/JHVB Off	0.00	0.00	0.00	0.00
21 Q 400 000 936900 855	FD BAL-REST OTH/WR Conference	0.00	0.00	0.00	0.00
21 Q 400 000 936900 856	FD BAL-REST OTH/Wrestling Off	1,200.00	-1,200.00	0.00	0.00
21 Q 400 000 936900 857	FD BAL-REST OTH/Yearbook	-4,672.06	0.00	0.00	-4,672.06
21 Q 400 000 936900 858	FD BAL-REST OTH/F.F.A.	-7,791.48	0.00	925.27	-6,866.21
21 Q 400 000 936900 859	FD BAL-REST OTH/Sports Flower	-415.02	0.00	0.00	-415.02
21 Q 400 000 936900 860	FD BAL-REST OTH/Instrumental	-924.64	0.00	276.05	-648.59
21 Q 400 000 936900 861	FD BAL-REST OTH/Heavy Mfg	-663.05	0.00	0.00	-663.05
21 Q 400 000 936900 862	FD BAL-REST OTH/N.H.S.	-2,449.03	0.00	65.57	-2,383.46
21 Q 400 000 936900 863	FD BAL-REST OTH/Student Council	-625.64	-877.02	18.98	-1,483.68
21 Q 400 000 936900 864	FD BAL-REST OTH/Vocal Club	-120.61	0.00	0.00	-120.61
21 Q 400 000 936900 865	FD BAL-REST OTH/Weight Club	0.00	0.00	0.00	0.00
21 Q 400 000 936900 866	FD BAL-REST OTH/Magazine	0.00	0.00	0.00	0.00
21 Q 400 000 936900 867	FD BAL-REST OTH/Tech Ed Club	-70.00	0.00	0.00	-70.00
21 Q 400 000 936900 868	FD BAL-REST OTH/Polar Express	-6,236.84	0.00	0.00	-6,236.84
21 Q 400 000 936900 869	FD BAL-REST OTH/Wrestling Club	-483.60	0.00	0.00	-483.60
21 Q 400 000 936900 870	FD BAL-REST OTH/Game Concess	-2,875.81	0.00	0.00	-2,875.81
21 Q 400 000 936900 871	FD BAL-REST OTH/Phy Ed Supp	-31.01	0.00	0.00	-31.01
21 Q 400 000 936900 872	FD BAL-REST OTH/Art Club	-1,050.44	0.00	0.00	-1,050.44
21 Q 400 000 936900 873	FD BAL-REST OTH/Forensics	-4.08	0.00	0.00	-4.08
21 Q 400 000 936900 874	FD BAL-REST OTH/Drama Club	-775.68	0.00	0.00	-775.68
21 Q 400 000 936900 875	FD BAL-REST OTH/Spanish Club	-1,366.19	0.00	0.00	-1,366.19
21 Q 400 000 936900 876	FD BAL-REST OTH/6-12 Schlrshp	0.00	0.00	0.00	0.00
21 Q 400 000 936900 877	FD BAL-REST OTH/Culinary Arts	0.00	0.00	0.00	0.00
21 Q 400 000 936900 878	FD BAL-REST OTH/Post Prom	-1,367.40	0.00	1,262.21	-105.19
21 Q 400 000 936900 879	FD BAL-REST OTH/IT CLub	0.00	0.00	0.00	0.00
21 Q 400 000 936900 880	FD BAL-REST OTH/Testing	-247.20	0.00	70.24	-176.96
21 Q 400 000 936900 881	FD BAL-REST OTH/SC Make a Wish	0.00	0.00	0.00	0.00
21 Q 400 000 936900 882	FD BAL-REST OTH/Schlrship Fund	-4,950.00	-1,000.00	0.00	-5,950.00
21 Q 400 000 936900 883	FD BAL-REST OTH/Falcon Incent.	-1,456.61	0.00	892.37	-564.24
21 Q 400 000 936900 884	FD BAL-REST OTH/Alumni Schlrshp	-4,000.00	0.00	0.00	-4,000.00
21 Q 400 000 936900 885	FD BAL-REST OTH/MS Stud Coun	-218.81	0.00	0.00	-218.81
21 Q 400 000 936900 886	FD BAL-REST OTH/Track Team	-1,194.04	0.00	30.00	-1,164.04

Account	Description	May 1, 2026 Beginning Balance	Posted SBAA Receipts	Posted SBAA Disbursements	May 31, 2026 Ending Balance
21 Q 400 000 936900 887	FD BAL-REST OTH/HS Plant Sale	-10,187.31	-235.00	5,959.90	-4,462.41
21 Q 400 000 936900 888	FD BAL-REST OTH/Birdseed BP	-1,031.05	0.00	0.00	-1,031.05
21 Q 400 000 936900 889	FD BAL-REST OTH/Special Ed	-379.71	0.00	0.00	-379.71
	Total Equity Accounts:	-92,925.41	-11,743.60	19,301.53	-85,367.48
	Total Equity Accounts:	-92,925.41	-11,743.60	19,301.53	-85,367.48
	Grand Total:	-92,925.41	-11,743.60	19,301.53	-85,367.48

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

To: Hustisford School District Board Members
Date: June 15, 2026
Re: Personnel Update

I. Professional Employees – State statute requires School Board action to enter into an individual employment contract and to renew, non-renew or terminate such contracts with professional staff.

A. Separation of employment recommended for:

Name	Position Category	Building	Reason	Date
Jennifer Roberts	**4K/Spec. Ed.**	**JHE**	**Resignation**	**May 22, 2026**

B. Individual Employee Contract approval recommended for:

Name	Position Category	Building	Effective Date

C. Internal Transfers

Name	Position Category	Building	Effective Date

II. Classified/Support Staff – School Board action is not applicable when hiring or separating with hourly, non-contracted, "at-will" employees who can quit and/or be dismissed at any time. There is no contract to approve or statute to enforce and individuals often terminate employment or are hired well before their status is brought before the Board. Support Staff changes are presented each month so the Board has a sense of the fluidity of these positions.

A. No longer employed by the District:

Name	Position	Building	Reason	Date
Kevin Miller	**Custodian**	**Jr./Sr.**	**Resignation**	**June 25, 2026**
Leah Scharnell	**Admin. Asst.**	**JHE**	**Resignation**	**June 5, 2026**

B. Hired by the District:

Name	Position	Building

C. Internal Transfers

Name	Position	Building

III. Volunteer Coach - All volunteer coaches must be recommended by the head coach and approved by the School Board.

A. Recommend approval for Volunteer Coach:

Name	Position

Administrative Updates

June 15, 2026

K-12 Principal, Peter Moe:

1. Teacher check-out is currently underway in both buildings. Staff have until June 25 to clean out their classrooms, return their keys and fobs, and complete the check-out process with Pete.
2. The joint administrative teams continue to meet weekly to coordinate planning and ensure a smooth transition.
3. Beginning later this week, Hustisford families will receive a joint transition newsletter every two weeks. These newsletters will provide updates, important information, and details regarding the transition process and the upcoming school year.

Athletic Director, Glen Falkenthal:

1. All Spring Sports have concluded their seasons.
2. Softball lost their 2nd Round Regional game.
3. Baseball & Girls Soccer lost their opening Round Regional games.
4. Golf did not compete in the Regionals, as Wayland dropped out, due to their students leaving.
5. We had 1 Track student-athlete compete at State. Layla Thimm, Discus, Div. 3. She didn't place in the top 10.

Financial Director's Report, Nicky Feucht:

1. Banking Report
2. Revenue & Expense Report
3. State Aid Payments Update
4. Budget Update

Superintendent, Todd Bugnacki:

1. Open house
2. Administrative team meetings
3. Regular communications
4. Board member opening

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Special Update - Act 89 - May 2026 OVERVIEW
Code	01 - OVERVIEW
Status	From Neola

WISCONSIN OVERVIEW AND COMMENTS

Special Update - Act 89

May 2026

Act 89 SUMMARY

This Special Update is issued to Neola Clients in response to 2025 Wisconsin Act 89 (Wis. Stat. 118.07(7)), enacted in March 2026, that requires all public and private schools to adopt formal policies by September 1, 2026, governing appropriate communication between employees and students both during and outside school hours. The law mandates annual staff training to help school personnel identify, prevent, and report "grooming" behaviors and professional boundary violations. Furthermore, it requires schools to establish clear consequences for these violations, which can include the termination of employment.

Please make any revisions in BoardDocs using the instructions provided to you. You may direct content-related questions to your Neola Associate. Questions regarding the software should be directed to the BoardDocs help desk staff.

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

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

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

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

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

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

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

Processing Update Materials

Revisions to your policies and administrative guidelines should be made in BoardDocs using the provided instructions.

Using Header Box Options in BoardDocs

Each policy and administrative guideline in BoardDocs includes multiple header boxes that provide essential information beyond the document's title and code number. (NOTE: All the header boxes are visible only when editing is turned on; in view mode, only the header boxes with content are shown.)

Adopted: The "Adopted" header box indicates when the policy or guideline was first adopted, and that date never changes as long as the policy or guideline is active.

Last Revised: Retaining the history of each policy and guideline is essential for legal and administrative reasons; BoardDocs provides options for this retention. Immediately beneath the "Adopted" header box is the "Last Revised" header box, which indicates the last time the policy or guideline was changed. This box is updated by Neola Production each time a revision is submitted. Any revision dates between the initial adoption and the latest revision are usually located at the bottom of the document, just above the Neola copyright. (Again, these dates are updated by Neola Production with each submission and should correspond to Board meeting minutes, except for TC notations for technical corrections.)

Last Reviewed: A new "Last Reviewed" option now exists for indicating that you have reviewed the policy or guideline and have found it to be sufficient as presently written. Since no revision is being made in these situations, there is no record that the document was reviewed. A typical example would be a technical correction that isn't needed in your document, or a revision to an option you don't have or don't want. In such cases, because the copyright has changed but the content has not, you would want to show that your document is current as of the new copyright date, even though it still shows the older copyright date from the previous version of the Neola template. Now you can indicate that you have reviewed the document, even if no revision was made, by entering the review date in the new "Last Reviewed" header box. This is also a handy feature for those Boards that use a policy review regimen in addition to revisions made through the Neola Update process.

Any questions about how to use these BoardDocs header box features should be directed to your Neola Associate, or you may contact BoardDocs Support at 1-800-407-0141.

District-Specific Materials

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

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

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

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

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

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

Notice Regarding Legal Accuracy

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

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

This Update includes the following documents:

Bylaw 0144.5 - Board Member Behavior, Communications, and Code of Conduct (Revised)

This bylaw is a vital framework to help School Board members act as a cohesive, professional body rather than a collection of individuals. By establishing clear ethical standards and legal boundaries, the District protects its reputation and minimizes the risk of costly legal disputes. Ultimately, it keeps the focus where it belongs: on students' educational welfare through transparent and responsible governance.

The recent updates modernize the code of conduct to address the digital realities of social media and instant communication. By aligning with the 2025 Wisconsin Act 89 and giving the Board options that align with staff and volunteer requirements, these new options create necessary safeguards for Board-to-student interactions and ensure that private digital conversations don't undermine public transparency. These options are recommended, but not required.

Policy 1213/3213/4213 - Student Supervision and Welfare (Revised)

These policies provide Board guidance for student safety, designed to clarify everything from physical accidents to sexual exploitation. It protects students by establishing for staff standards of care with accountability. It seeks to address the concept of "student welfare" into a set of mandatory, enforceable behaviors that keep the learning environment guarded, and establishes a standard of care to protect student safety by defining behavioral boundaries for all staff.

As required by 2025 Wisconsin Act 89, the updated language creates student protections, providing explicit definitions for "grooming" and "boundary violations" to attempt to address predatory behavior before it escalates. By mandating the use of District-approved communication platforms, the changes regulate the digital loopholes where inappropriate relationships often begin. Furthermore, these revisions ensure the District remains in strict compliance with new 2025 state laws. These changes are required by 2025 Wisconsin Act 89.

Policy 7530.02 - Staff and School Officials Use of Personal Communication Devices (Revised)

This policy bridges the gap between personal convenience and public accountability, so that District business conducted on private devices remains secure, professional, and legally compliant. It protects the privacy of students and staff by regulating how sensitive data is stored and where devices can be used.

This revision establishes oversight of digital interactions by requiring the use of District-sanctioned communication platforms for all student-related correspondence. These changes are required by 2025 Wisconsin Act 89.

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

This policy ensures District technology is used strictly for educational purposes while maintaining compliance with federal and state safety mandates, such as the Children's Internet Protection Act. It establishes clear behavioral standards regarding digital conduct and artificial intelligence to mitigate institutional liability and protect students from inappropriate content. By defining monitoring protocols and privacy limits, the policy provides the necessary framework for the Board to manage resources and maintain a secure learning environment.

The revisions regarding digital communication are required by 2025 WI Act 89 (Wis. Stat. 118.07(7)), which mandates that school boards define "appropriate content" for interactions between staff and students. While the specific Artificial Intelligence (AI) and social media protocols are optional local additions, they are necessary to maintain academic integrity and prevent the unauthorized disclosure of student data. These revisions are

important because they provide a standardized framework for managing modern technological risks that traditional screening methods cannot address. The revisions due to 2025 WI Act 89 and consideration of related options are legally required, however, the revisions due to AI are recommended but not required.

Policy 7544 - Use of Social Media (Revised)

This policy is essential for maintaining professional boundaries by prohibiting private one-on-one digital interactions between staff and students and ensuring all social media activity is archived as a public record.

Under 2025 WI Act 89 (Wis. Stat. 118.07(7)), these changes are required by law to define "appropriate content" for digital communication and to address staff-student interactions. While the boundary and safety mandates are legally required, the specific designation of which platforms to use and the level of public interactivity allowed remain optional Board decisions. Revisions in this policy are recommended for consistency with other required policy changes

Policy 8210 Volunteers (Revised)

This policy is important because it establishes rigorous vetting through background checks and sets clear boundary expectations for all community members, including Board members, who interact with students.

Under 2025 Act 89 (Wis. Stat. 118.07(7)), these changes are required by law to define "appropriate content" for digital communications, providing that volunteer interactions remain professional and school-related. These revisions are important as they extend the same safety standards and platform restrictions to volunteers that are already applied to all staff members. These revisions are required by 2025 Wisconsin Act 89.

Policy 8462 - Child Abuse and Neglect (Revised)

This policy is essential for safeguarding student welfare by establishing mandatory reporting procedures and requiring recurring staff training on the identification of abuse and neglect.

The revised sections concerning immediate parental notification for alleged sexual misconduct or unauthorized student representations are required by law under Wis. Stat. 118.07(5) and Wis. Stat. 948.098(1)(d). These changes are important because they create a standardized, time-sensitive communication protocol that ensures families are informed when their child is a suspected victim of misconduct. These revisions are required under 2025 Wisconsin Act 57 and 89.

These documents may be downloaded from the WI Policy Local Update menu in your BoardDocs console. If you have questions about any of these Special Update materials, contact your Neola Associate.

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

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Copy of Copy of BOARD MEMBER BEHAVIOR, COMMUNICATIONS AND CODE OF CONDUCT
Code	po0144.5 Includes changes up for Board approval in 35.1 Update
Status	draft
Adopted	May 18, 2021
Last Revised	December 15, 2025

0144.5 - **BOARD MEMBER BEHAVIOR, COMMUNICATIONS, AND CODE OF CONDUCT**

The Board functions most effectively when individual Board members act ethically, professionally, and responsibly. Board members serve as a member of the School District's governing body and do not have individual authority to represent a policy or enforce positions that are not supported by a majority of the Board, as evidenced by official action of the Board (See Bylaw 0143 - Authority of Individual Board Members).

Board members accept responsibility for the well-being and positive leadership of the School District, for protecting the interests of the School District as a legal entity, and for facilitating governance for the purpose of delivering the highest quality educational and related services to all of the District's students. Conduct by Board members that compromises the reputation or legal position of the District is prohibited.

Any authority delegated to the Board President in this policy is automatically vested in the Board Vice President in the event that either the Board President is unavailable or the Board President is the Board member accused of violating this policy.

General Expectations of All Board Members

A. Attend all scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.

B. Be familiar with and follow applicable local, State, and Federal laws and regulations.

C. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).

D. Be familiar with and comply with Board policies, including policies governing Board member conduct and Board member ethics, rules of incompatibility of office, qualifications of the office, and conflicts of interest (see Bylaw 0144.3 - Conflict of Interest).

E. Be accountable for guiding and supporting the policy decision-making process that impacts students, staff, and the community. The operation of the District is the responsibility of the administration.

F. Establish and maintain a high level of honesty, credibility, and truthfulness in all matters dealt with by the Board.

G. Treat others with respect and dignity at all times, maintain decorum, and always communicate in a way that does not violate or illustrate disregard for Board policy concerning harassment or discrimination. This decency expectation applies in all communications, including while discussing sensitive or controversial matters, or matters involving disagreement.

H. At all times conduct themselves in the best interest of the School District, including avoiding implicating the District in unlawful activity or supporting or encouraging efforts to harm the reputation, legal standing, or to bring other material harm to the interests of the District or the Board.

I. Recognize that they should endeavor to make policy decisions only after full discussion at publicly held Board meetings.

J. Render all decisions based on the available facts and independent judgment.

K. Encourage the free expression of opinion by all Board members, and seek systematic communications between the Board and students, staff, and all elements of the community.

L. Work with the other Board members to establish effective Board policies and to delegate authority for the administration of the District to the District Administrator.

M. Communicate to other Board members, in accordance with the Open Meeting Law, and the District Administrator, expressions of public reaction to Board policies and school programs (see Board Member Communication section below, Bylaw 0143.1 - Public Expression of Board Members, and Bylaw 0167.5 - Use of Electronic Mail).

N. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the Wisconsin Association of School Boards, the Consortium of State School Board Associations, and the National School Boards Association.

O. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.

P. Refrain from using their Board positions for personal partisan gain.

Q. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law.

R. Remember always that their first and greatest concern must be for the educational welfare of the students attending the public schools.

S. No Board member shall act or fail to act as a member of the Board in violation of 946.12, Wis. Stats., regarding misconduct in public office.

T. Disclose any actual or perceived conflict of interest.

Board Member Communication

Board members are expected to refrain from engaging in communication on behalf of the Board or on behalf of the District unless authorized to do so by majority vote of the Board (See Bylaw 0143.1).

Any Board member who chooses to engage in individual communication on matters related to Board and/or District business is expected to clearly identify whether the Board member is communicating in the following capacity:

A. On behalf of the Board: normally, this is the function of the Board President or, in the President's absence, the Vice President. The Board may, by majority vote, delegate this responsibility to another Board member in a specific circumstance. In every case, the Board member communicating the Board's position shall do so as determined by the Board and avoiding individual interpretation or editorializing.

B. As an individual Board member, but not on behalf of the Board: a Board member who speaks, including online, in social media forums, or in any other public forum, on matters related to Board and/or District business, but not as an officially designated spokesperson of the Board. The Board member must specify that any statement is not sponsored by the District and is a personal viewpoint.

Board members who fail to adhere to this expectation, or who publicly communicate false or intentionally misleading information pertaining to Board action or District policy, will be asked to correct such communication in a way that is likely to reach the same audience as the false or misleading information. The Board President is authorized to communicate such requests to the pertinent Board member.

The Board President is authorized to issue public statements on behalf of the Board in the event a Board member expresses false or misleading information, or makes statements without properly identifying whether the member of the Board is speaking as an individual Board member. The President's communication should be limited to correcting the false or misleading statement, clarifying that the Board member was not speaking on behalf of the Board, and providing information relative to Board action, if any, on the subject matter.

~~**[DRAFTING NOTE: The following section is in alignment with 2025 Wisconsin Act 89 (118.07(7), Wis. Stat.) for appropriate communication with students. Act 89 does not expressly pertain to Board members; however, this optional language is consistent with Act 89's expectations and could be adopted by the Board to align with**~~

~~employee and volunteer requirements. The statute does not define "appropriate content," but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]~~

~~[ ]~~ Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~[ ] When using PCDs to communicate with student(s), Board members must use District-approved communication platforms to preserve communications to be reviewed by parents and administrators.~~

~~[ ]~~ When Board members communicate with students using PCDs, discussions must be appropriate and related to legitimate school purposes. Whenever possible, Board members should direct students who contact them to contact an appropriate school staff member.

~~[ ]~~ Appropriate content is content in a communication that fits into one of the following categories:

A. ~~( )~~ Instructional communication (assignments, coursework, academic support);

B. ~~( )~~ Scheduling or logistical information related to school programs (classes, clubs, athletics, events, field trips, rehearsals);

C. ~~( )~~ Safety or emergency communication when necessary;

D. ~~( )~~ Referring the student to the appropriate school staff member who can address the matter raised in any communication from a student.~~;~~

E. ~~( )~~ _____.

~~[ ]~~ Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Board members should avoid one-on-one communication with students. (See Board Policy 1213 - Student Supervision and Welfare)

~~[Drafting Note: 2025 Wisconsin Act 89 does not create an exception for communication between employees and volunteers and their family members.]~~

~~[ ]~~ Nothing in this section is intended to prohibit Board members from engaging in appropriate communication with their family members who are parents of students enrolled in the District. Parents may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the Board member's official capacity. This exception does not permit Board members to engage in District-related communications with other students outside approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct and conflicts of interest.

~~[END OF OPTIONAL SECTION]~~

Board Member Use of Electronic Communication Devices Prohibited

An individual Board member's use of electronic communication devices, such as cell phones or smartphones, during a Board meeting, both during open session and during closed session, may lead to the public's and/or other Board members' perception that a Board member is not paying attention to the subject matter at hand or that a Board member is receiving information relative to the subject matter at hand that other Board members and members of the public are not receiving, or is communicating with persons not at the meeting regarding the subject matter of the meeting, any of which is inimical to good government and transparency, and, in the case of a closed session, may also be contrary to the legal interests of the Board. Therefore, the Board's use of electronic communication devices (including cell phones and smartphones), other than for the purpose of accessing agenda materials that are on a Board member's tablet or laptop computer, is prohibited during Board meetings.

Exceptions may be made by the Board in case an emergency or other special circumstance warrants an exception.

Board Member Interaction with Staff

The general expectations of Board member decorum and civility apply to interactions with employees; however, because the Board is the employer of all District staff, this responsibility is appropriate for special reference. Each Board member is an individual with authority to bring matters to the Board and to influence matters related to staff. Therefore, it is

imperative that Board members treat all employees with respect and as professionals. Board members are also required to comply with Board Policies governing employee anti-harassment, nondiscrimination, and threatening behavior.

No Board member has inherent authority to require any staff member to respond to the Board member regarding a specific request for information, or to direct any staff member to perform or not perform any task, except as provided by Board policy or as directed by majority vote of the Board.

Board member access to and request for School District records and information is governed by Board Bylaw 0143.2 - Board Member Information Requests.

Board Member Records and Confidentiality

Board members are expected to maintain their own public records created on resources not controlled by and thus not maintained by the School District. Each Board member is an elected official responsible for preserving all public records the Board member creates, and to comply with requests to inspect such records. The District has no obligation nor responsibility to assist any Board member in fulfilling this responsibility with respect to records that are not maintained by the District.

Board members are encouraged to review Board policy defining and explaining public records, their maintenance, and public access (See Board Policy 8310 - Public Records).

Board members are expected to maintain and protect the privacy of District records, including student records, and communications received in closed session meetings of the Board.

Enforcement

Complaints alleging violations of the Board Member Code of Conduct may be brought by any parent, student, staff member or District resident and must be submitted to the Board President or, if the Board President is the member accused of violating this policy, to the Vice President, who under such circumstances shall perform the duties of the Board President described in this policy. All Complaints shall bear the name and signature of the complainant and include a detailed description of the alleged misconduct, any evidence supporting the allegations, and the action/relief being requested.

The Board President may choose to consolidate complaints for consideration if more than one (1) individual files similar complaints, but reserves the right to refuse to consider any subsequent complaint on the same matter unless previously unknown material facts are raised.

The President shall review the complaint and investigate the matter. The President may contact the School District's legal counsel for support in the investigation of the complaint and/or other matters related to the complaint. Upon completion of the investigation, if the conclusion reached is that the Board member violated the policy, the investigator shall brief the Board and may recommend action to be taken.

Board members are elected officials and therefore cannot be prevented from participating in Board meetings, or removed from office by the Board. However, the Board may consider the following:

A. formal censure by resolution passed by a majority of the Board in an open session meeting of the Board;

B. removal from Board committee assignments that is anexception to Bylaw 0155 - Committees;

C. restriction on Board member rights granted by policy, including requesting items for a Board meeting agenda;

D. referral to proceed with efforts to remove the Board member from office for cause, which means inefficiency, neglect of duty, official misconduct, or malfeasance in office;

E. referral to law enforcement if any alleged misconduct constitutes potentially unlawful conduct;

F. other efforts to pursue compliance with and adherence to the policy as determined by the Board and not prohibited by law.

If a complainant or any other person contacts an individual Board member, other than the Board President, to discuss a complaint or investigation under this policy, the Board member shall inform the person that the Board member has no authority to act in an individual capacity and shall refer the person to this bylaw or the Board President for further assistance.

Revised 11/15/21
Revised 5/16/22
T.C. 3/29/23
T.C. 10/16/23

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Legal

17.13, Wis. Stats.

946.12, Wis. Stats.

The Consortium of State School Board Associations

The National Association of School Boards

The Wisconsin Association of School Boards

118.07(7), Wis. Stats.

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Copy of Copy of STUDENT SUPERVISION AND WELFARE
Code	po1213 Updated
Status	draft
Adopted	October 26, 2015
Last Revised	February 3, 2026

1213 - **STUDENT SUPERVISION AND WELFARE**

Administrators are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the administrator.

An administrator, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

Required Notification

The District Administrator shall notify the parent(s)~~-or guardian(s)~~ of a student when the District receives a report that gives reasonable cause to believe one of the following has occurred:

A. Sexual misconduct by a school staff member against a student;

B. A school staff member or volunteer has been convicted of a serious child sex offense and worked primarily with children in a way that would be a felony under 948.13, Wis. Stats.; and/or

C. A registered sex offender has intentionally captured an image of a minor student without the parent's~~-or guardian's~~ written consent.

Definitions

Report means any information, whether written or verbal, indicating one (1) of the categories of conduct described in the section above (A., B., and/or C.) in this policy.

Timing and Method of Notification

Timing

A. If the report is received before the end of the regular school day, the District shall notify the parent~~-or guardian~~ by 5:00 p.m. that same day.

B. If the report is received after school hours or on a non-school day, the District shall provide notification by noon of the next calendar day.

Method

A. Notice must be provided in person or by phone (including voicemail) to the parent(s)~~-or guardian(s)~~ of the specific student who is alleged to have been the victim, target, or recipient of the conduct.

B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

Annual Notice of Rights

The District shall provide an annual notice to all parents ~~and guardians~~ informing them of their rights to access records related to the discipline of a school employee under public records law.

Standard of Care of Students

Each administrator shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to the following:

A. An administrator shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. An administrator shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.

C. An administrator should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

D. An administrator shall not send students on any personal errands.

E. An administrator shall not associate with students, at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

   This provision should not be construed as precluding an administrator from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

F. An administrator shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

G. An administrator, other than the District Administrator, shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is the administrator's family member.

H. ~~A student shall not be required~~An administrator shall not require a student to perform work or services that may be detrimental to their health.

I. Administrators shall not engage students in social media and online networking media (see also Policy 7544), except for Board-approved curricular and extra-curricular activities.

J. Administrators are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of an administrator's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any administrator who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

~~[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]~~

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct/Behaviors

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity, and a student enrolled or otherwise participating in any aspect of the District programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

   These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

   When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

   1. hugging, kissing, or other physical contact with a student;
   2. telling sexual jokes to students;
   3. engaging in talk containing sexual innuendo or banter with students;
   4. talking about sexual topics that are not related to curriculum;
   5. showing to or discussing pornography with a student;
   6. any other form of interaction with a student that involves the requisite intent described above.

~~It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

A. ~~**Preferential Treatment or Favoritism** – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~

B. **Boundary Violations~~Invasions~~** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations~~invasions~~.

   Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior.~~;~~ However,~~however,~~ the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

   ~~( )~~ Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. ~~**[END OF OPTION]**~~

   ~~( )~~ Inappropriate boundary violations~~invasions~~ may include, but are not limited to, the following:

1. ~~hugging, kissing, or other physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
4. ~~talking about sexual topics that are not related to curriculum;~~
5. ~~showing pornography to a student;~~
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;
17. favoring certain students by inviting them to come to the classroom at non-class times;
18. getting a student out of class to visit with the staff member;
19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
20. being alone with a student behind closed doors without a legitimate educational purpose;
21. telling a student secrets and having secrets with a student; and
22. other similar activities or behavior.

Inappropriate boundary violations~~invasions~~ are prohibited and must be reported promptly. ~~**[END OF OPTION]**~~

C. ~~**( ) Preferential Treatment or Favoritism** – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~ **[END OF OPTION]** ~~**Romantic or Sexual Conduct** – Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~**[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]**~~

When using PCDs to communicate with students and parents, staff members must use District-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

A. ~~( )~~ Instructional communication (assignments, coursework, academic support);

B. ~~( )~~ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ~~( )~~ Scheduling or logistical information related to classes or school programs;

D. ~~( )~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ~~( )~~ Safety or emergency communication when necessary.~~;~~

F. ~~( ) Other _____.~~

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

~~**[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]**~~

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

A. ~~( )~~ District email/messaging;

B. ~~( )~~ District-approved social media platform(s);

C. ~~( ) Other _____ **[END OF OPTIONS].** BN note for discussion: District Administration approved athletic, extra-curricular and other communication platforms.~~

~~**[ ]** The District approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents ~~or guardians~~ of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselo. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. ~~A~~a designated administrator/Title IX Coordinator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: https://dcf.wisconsin.gov/cps/process

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access ~~and Training~~ - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

Pursuant to the laws of the State and Board Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each administrator shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. ~~**[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**~~

Revised 11/19/18
Revised 5/20/19
Revised 7/20/20
Revised 5/18/21
Revised 10/24/22
T.C. 2/3/26

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Legal	48.981, Wis. Stats.
	948, Wis. Stats.
	948.095, Wis. Stats.
	118.07(6), Wis. Stats.
	118.07(7), Wis. Stats.
	948.072, Wis. Stats.

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Copy of Copy of STUDENT SUPERVISION AND WELFARE
Code	po3213 Includes Act 57 as presented to Board for approval
Status	draft
Adopted	October 26, 2015
Last Revised	February 3, 2026

3213 - **STUDENT SUPERVISION AND WELFARE**

Professional staff members are frequently confronted with situations which, if handled incorrectly, could result in liability to the District and personal liability to the professional staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A professional staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This policy should not be construed as affecting any obligations on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 - Child Abuse and Neglect.~~

Standard of Care of Students

Each District employee shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

A. A professional staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. A professional staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics.

C. A professional staff member should not volunteer to assume responsibility for duties that they cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.

D. A professional staff member shall provide proper instruction in the safety matters presented in assigned course guides.

E. A professional staff member shall not send students on any personal errands.

F. A professional staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

   This provision should not be construed as precluding a professional staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

G. A professional staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

H. A professional staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a professional staff member's family member.

I. A professional staff member shall not require a student~~A student shall not be required~~ to perform work or services that may be detrimental to their health.

J. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, Policy 7540.04 - Staff Technology Acceptable Use and Safety, and Policy 7540.04 - Staff Technology Acceptable Use and Safety.

K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events, where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a professional staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

~~**[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]**~~

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

Prohibited Conduct/Behaviors

~~It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

A. ~~**Preferential Treatment or Favoritism** – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior.

A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

1. hugging, kissing, or other physical contact with a student;
2. telling sexual jokes to students;
3. engaging in talk containing sexual innuendo or banter with students;
4. talking about sexual topics that are not related to curriculum;
5. showing to or discussing pornography with a student;
6. any other form of interaction with a student that involves the requisite intent described above.

B. **Boundary Violations~~Invasions~~** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations~~invasions~~.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior.~~;~~ However, ~~however,~~ the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

~~( )~~ Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. ~~**[END OF OPTION]**~~

~~( )~~ Inappropriate boundary violations~~invasions~~ may include, but are not limited to, the following:

1. ~~hugging, kissing, or other physical contact with a student;~~
2. ~~telling sexual jokes to students;~~
3. ~~engaging in talk containing sexual innuendo or banter with students;~~
4. ~~talking about sexual topics that are not related to curriculum;~~
5. ~~showing pornography to a student;~~
6. inappropriate comments about a student's body or appearance;
7. taking an undue interest in a student (i.e. having a special friend or a special relationship);
8. initiating or extending contact with students beyond the school day for personal purposes;
9. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
10. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
11. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;

15. accepting gifts or money from a student for no legitimate educational purpose;

16. being overly touchy with students;

17. favoring certain students by inviting them to come to the classroom at non-class times;

18. getting a student out of class to visit with the staff member;

19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student secrets and having secrets with a student; and

22. other similar activities or behavior.

Inappropriate boundary violations~~invasions~~ are prohibited and must be reported promptly. ~~**[END OF OPTION]**~~

C. ~~**( ) Preferential Treatment or Favoritism** – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~ ~~**[END OF OPTION]**~~ ~~**Romantic or Sexual Conduct** – Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~**[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]**~~

When using PCDs to communicate with students and parents, staff members must use district-approved communication platforms.

When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

A. ~~( )~~ Instructional communication (assignments, coursework, academic support);

B. ~~( )~~ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ~~( )~~ Scheduling or logistical information related to classes or school programs;

D. ~~( )~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ~~( )~~ Safety or emergency communication when necessary;

F. ~~( ) Other _____.~~

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with

other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

~~**[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teacher.]**~~

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

A. ~~( )~~ District email/messaging;

B. ~~( )~~ District-approved social media platform(s);

C. ~~( )~~ ~~Other _____~~ ~~**[END OF OPTIONS**~~

~~[ ] The District-approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**BN note for discussion: District Administration approved athletic, extra-curricular and other communication platforms.~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents ~~or guardians~~ of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor ~~**( ), or via the District's anonymous reporting tool [END OPTION]**~~. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. ~~A~~a designated administrator/Title IX Coordinator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: https://dcf.wisconsin.gov/cps/process

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access ~~and Training~~ - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

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

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "~~Additional Required Reporting~~Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct, each professional staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy. ~~**[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**~~

48.981, Wis. Stats.
118.07(6), Wis. Stats.
118.07(7), Wis. Stats.
948, Wis. Stats.
948.072, Wis. Stats.
948.095, Wis. Stats.

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Legal	48.981, 948, 948.095 Wis. Stats. 118.07(6), Wis. Stats.

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Copy of Copy of STUDENT SUPERVISION AND WELFARE
Code	po4213 ACT 57 - Includes Act 57 as presented to Board for approval
Status	draft
Adopted	October 26, 2015
Last Revised	February 3, 2026

4213 - **STUDENT SUPERVISION AND WELFARE**

Support staff members may be confronted with situations which, if handled incorrectly, could result in liability to the District, personal liability to the staff member, and/or harm to the welfare of the student(s). It is the intent of the Board to direct the preparation of guidelines that would minimize that possibility.

A support staff member, or a person who works or volunteers with children, who is found to have had sexual contact with any student shall be referred to the proper authorities and be subject to discipline up to and including discharge.

~~This policy should not be construed as affecting any obligation on the part of staff to report suspected child abuse under 48.981, Wis. Stats. and Policy 8462 – Child Abuse and Neglect.~~

Standard of Care of Students

Each District support staff member shall maintain a standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities which include, but are not limited to, the following standards:

A. A support staff member shall report immediately any accident or safety hazard about which they are informed or detect to their supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.

B. A support staff member shall report unsafe, potentially harmful, dangerous, violent or criminal activities, or threat of these activities by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety and Reporting of Crime Statistics - School Safety. Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.

C. Support staff should not volunteer to take on responsibilities they are not reasonably qualified or able to perform. Voluntarily assuming such duties carries the same level of accountability as formally assigned responsibilities.

D. A support staff member shall not send students on any personal errands.

E. A support staff member shall not associate with students at any time in a manner which gives the appearance of impropriety, including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline up to and including termination of employment.

   This provision should not be construed as precluding a support staff member from associating with students in private for legitimate or proper reasons or to interfere with familial relationships that may exist between staff and students.

F. A support staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.

G. A support staff member shall not transport students for school-related activities in a private vehicle without the approval of their immediate supervisor and consistent with the provisions of Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips. This does not apply to any student who is a support staff member's family member.

H. A support staff member shall not require a student ~~A student shall not be required~~ to perform work or services that may be detrimental to their health.

I. Staff members shall not engage students in social media and online networking media (see also Policy 7544 - Use of Social Media), except for appropriate academic, extra-curricular, and/or professional uses consistent with Policy 7540 - Technology, Policy 7540.03 - Student Technology Acceptable Use and Safety, and/or Policy 7540.04 - Staff Technology Acceptable Use and Safety.

J. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such event where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a support staff member's own child or other relative.

Since most information concerning a child in school, other than directory information described in Policy 8330 - Student Records, is a confidential student record under Federal and State laws, any staff member who shares confidential information with another person not authorized to receive the information may be subject to discipline and/or civil liability. This includes, but is not limited to, information concerning assessments, grades, behavior, family background, and alleged child abuse.

~~**[DRAFTING NOTE: The required language from 2025 ACT 89 is listed below. The optional language below is not required by 2025 Act 57, but may be desired for additional direction to employees.]**~~

Appropriate Staff and Student Relationships

The District is committed to maintaining safe, professional, and developmentally appropriate relationships between staff and students. All employees, volunteers, and adults working with students are expected to uphold clear and appropriate boundaries and report concerns to protect student welfare.

This section applies to communications and behaviors that occur during or outside of school hours between an employee acting in the employee's official capacity and a student enrolled or otherwise participating in any aspect of the District's programming. To protect the wellbeing of students, grooming behaviors by staff are strictly prohibited. Likewise, this policy includes reference to other types of behaviors that, while not meeting the definition of grooming, constitute boundary violations that can create the appearance of grooming behavior. ~~It is impossible to list every inappropriate conduct scenario, but the following expectations, as well as other similar types of behavior, apply:~~

A. **Grooming** - Grooming behavior is defined as a course of conduct, pattern of behavior, or series of acts with the intention to condition, seduce, solicit, lure, or entice a child for the purpose of engaging in sexual intercourse or sexual contact, or for the purpose of producing, distributing, or possessing depictions of the child engaged in sexually explicit conduct.

   These prohibited grooming behaviors, as well as the behaviors included below, cover both in-person and digital communications, during non-school and school hours, and include sexualized conversations, inappropriate physical contact, and efforts to isolate a child from their family or peers. Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.

   When accompanied by the intent described above, grooming behaviors include the following and other similar forms of interaction between school staff or volunteers and students:

   1. hugging, kissing, or other physical contact with a student;
   2. telling sexual jokes to students;
   3. engaging in talk containing sexual innuendo or banter with students;
   4. talking about sexual topics that are not related to curriculum;

5. showing to or discussing pornography with a student;

6. any other form of interaction with a student that involves the requisite intent described above.

A. ~~**Preferential Treatment or Favoritism** – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students.~~

B. **Boundary Violations~~Invasions~~** - Staff-student relationships may become inappropriate based on the frequency, timing, location, or nature of interactions. An employee need not have any intent to engage in grooming of a student but may still violate the obligation to maintain appropriate boundaries between students and staff, and therefore be subject to disciplinary action. Consent from the student or parent does not justify boundary violations~~invasions~~.

Maintaining professional boundaries is essential to student safety and assists staff and volunteers in avoiding circumstances that can be perceived as grooming behavior.~~;~~ However,~~however~~, the District recognizes that certain physical contact or personal involvement may be clinically or educationally necessary. Behaviors that are required for a student's well-being or instructional success are permitted. This includes, but is not limited to: providing hygiene assistance to a student (e.g., following a toileting accident); physical spotting or corrective positioning in athletics (e.g., wrestling, gymnastics, or football); and administering first aid or emergency medical care.

~~( )~~Any behavior that lacks a clear educational or medical justification, or that serves the emotional or physical needs of the adult rather than the student, is strictly prohibited. Such behaviors may be indicators of grooming and will be subject to immediate investigation. ~~**[END OF OPTION]**~~

~~( )~~Inappropriate boundary violations~~invasions~~ may include, but are not limited to, the following:

1. ~~hugging, kissing, or other physical contact with a student;~~
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8. initiating or extending contact with students beyond the school day for personal purposes;
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12. going to a student's home for non-educational purposes;
13. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
14. giving gifts or money to a student for no legitimate educational purpose;
15. accepting gifts or money from a student for no legitimate educational purpose;
16. being overly touchy with students;

17. favoring certain students by inviting them to come to the classroom at non-class times;

18. getting a student out of class to visit with the staff member;

19. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;

20. being alone with a student behind closed doors without a legitimate educational purpose;

21. telling a student secrets and having secrets with a student; and

22. other similar activities or behavior.

Inappropriate boundary violations~~invasions~~ are prohibited and must be reported promptly. ~~**[END OF OPTION]**~~

C. ~~**( ) Preferential Treatment or Favoritism** – Staff behaviors that demonstrate, or give the perception of, preferential treatment toward a student or group of students. **[END OF OPTION]Romantic or Sexual Conduct** – Staff must not engage in any romantic or sexual conduct with students, including dating, advances, sexual contact, or sexually suggestive communication.~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~**[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. While items A-E are recommended for a comprehensive definition, Districts may choose a narrower definition or include additional parameters for its required definition of appropriate content.]**~~

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When staff and school officials communicate with students using PCDs, discussions must be appropriate and not prohibited grooming or boundary violations, professional, and related to legitimate school purposes. Communications described here should be as brief as possible and only contain what is necessary. Appropriate content includes:

A. ~~( )~~ Instructional communication (assignments, coursework, academic support);

B. ~~( )~~ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ~~( )~~ Scheduling or logistical information related to classes or school programs;

D. ~~( )~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ~~( )~~ Safety or emergency communication when necessary~~;~~.

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

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, and potential referral to law enforcement. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Employees who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature and not conducted in the employee's official capacity. This exception does not permit the employee to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

~~**[DRAFTING NOTE: Policy 7544 – Use of Social Media requires the District Administrator to designate and communicate the District-approved social media/communication platforms/sites, which all Board members,**~~

~~staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students, including providing general communications to the public. These may be platforms approved across the District, specific to a building, or upon request of a particular program/teaching.]~~

District-Approved PCD Communication Platforms - The District Administrator is required to designate and communicate the District-approved social media/communication platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use exclusively when communicating with each other and/or with students.

The approved communication platform(s) is/are:

A. ~~( )~~ District email/messaging;

B. ~~( )~~ District-approved social media platform(s);

C. ~~( ) Other _____ [END OF OPTIONS].BN note for discussion: District Administration approved athletic, extra-curricular and other communication platforms.~~

~~[ ] The District approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

Outside-District and Staff-Parent Relationships - This policy permits appropriate interactions from legitimate, pre-existing, non-District relationships (e.g., relatives, family friends). Staff who are parents ~~or guardians~~ of enrolled students must maintain professional conduct in accordance with this policy, in all school-related activities and communications, avoiding favoritism or conflicts of interest. Where such relationships compromise professional responsibilities, the District may intervene.

Professional Conduct During Off-Site School Activities - Staff must maintain professional boundaries as identified in this policy, during non-school hours and school hours, during all school-sponsored off-site activities such as field trips, competitions, travel, and overnight events. Increased vigilance is required in these less-supervised settings.

Reporting of Allegations of Inappropriate Staff and Student Relationships

A. **Student Reporting Process** - Students who feel uncomfortable or witness inappropriate behavior are encouraged to report concerns to a trusted staff member or school counselor ~~( ), or via the District's anonymous reporting tool [END OPTION]~~. All reports will be treated confidentially to the extent legally possible.

B. **Staff Required Reporting of Misconduct** - Any concerns about inappropriate staff-student conduct must be reported immediately to a supervisor, principal, or the District's Compliance Officer(s). Anonymous reports will be investigated per District harassment procedures outlined in Policy 5517 - Student Anti-Harassment.

Mandated Reporting - Per 48.981, Wis. Stats., all staff are mandatory reporters. Suspected child abuse, including by another staff member, must be reported immediately to:

A. ~~A~~a designated administrator/Title IX Coordinator; and

B. Child Protective Services and/or law enforcement.

Immediate action is required; do not delay. More info: https://dcf.wisconsin.gov/cps/process

Violations and Consequences - Violations of this policy may result in disciplinary action, up to and including termination, and may be reported to external agencies as required by law. The level of discipline will depend on the severity of the violation.

Policy Access ~~and Training~~ - This policy will be:

A. posted on the District's website;

B. reviewed annually with staff; and

C. included in new employee onboarding.

Pursuant to the laws of the State and Policy 8462 - Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall report to the proper legal authorities immediately any sign of suspected child abuse, abandonment, or neglect. In addition, if there is any cause to suspect misconduct as specified in 118.07(6), Wis. Stats., as described in "~~Additional Required Reporting~~Required Notification to Parents for Alleged Sexual Misconduct" in Policy 8462 – Reporting of Child Abuse and Neglect, and Sexual Misconduct, each support staff member shall immediately report it to the District Administrator or their supervisor or a Title IX Coordinator.

Annual Training - Annual training is required for all employees. This training shall include identifying, preventing, and reporting grooming and professional boundary violations, appropriate content and methods of communication with students for both during and outside school hours, as well as the range of consequences for staff who violate this policy.~~**[DRAFTING NOTE: DISTRICTS MAY USE DPI'S ANNUAL TRAINING OR MAY DEVELOP THEIR OWN STATUTORY COMPLIANT TRAINING.]**~~

48.981, Wis. Stats.
118.07(6), Wis. Stats.
118.07(7), Wis. Stats.
948, Wis. Stats.
948.072, Wis. Stats.
948.095, Wis. Stats.

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Legal	48.981, 948, 948.095 Wis. Stats.
	118.07(6), Wis. Stats.
	118.07(7), Wis. Stats.
	948.072, Wis. Stats.

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Copy of STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES
Code	po7530.02
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Adopted	October 26, 2015
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7530.02 - STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES

Use of personal communication devices ("PCD") (as defined in Bylaw 0100) has become pervasive in the workplace. Whether the PCD is Board-owned and assigned to a specific employee or school official or personally-owned by the employee or school official (regardless of whether the Board pays the employee or school official an allowance for his/her use of the device, the Board reimburses the employee or school official on a per use basis for their business-related use of his/her PCD, or the employee or school official receives no remuneration for his/her use of a personally-owned PCD), the employee or school official is responsible for using the device in a safe and appropriate manner and in accordance with this policy and its accompanying guideline, as well as other pertinent Board policies and guidelines.

[DRAFTING NOTE: Wis. Stat. 118.07(7) requires the District Administrator to specify in policy the appropriate methods of communication between employees/volunteers and students.]

District-Approved PCD Platform - When communicating with students, Board members, staff, coaches/advisors, and approved volunteers are required to exclusively use the District-approved social media/communication platforms/sites. See Policy 1213/3213/4213 - Student Supervision and Welfare for specifics regarding appropriate discussion content when using PCDs as well as the approved PCD Platform.

Conducting District Business Using a PCD

Employees and school officials are permitted to use a Board-owned and/or personally-owned PCD to make/receive calls, send/receive e-mails, send/receive texts, send/receive instant messages that concern District business of any kind.

Individuals are responsible for retaining text messages, instant messages, and other written communications that are not archived by the District; such records shall be retained in accordance with State requirements.

Safe and Appropriate Use of a PCD

Employees and school officials are responsible for operating Board-owned vehicles and potentially hazardous equipment in a safe and prudent manner, and therefore, employees are prohibited from using a PCD while operating such vehicles or equipment. In the interest of safety for both Board employees and other drivers, employees are required to comply with all applicable laws while driving.

Employees and school officials may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.

Duty to Maintain Confidentiality of Student Personally Identifiable Information - Public and Student Record Requirements

Employees and school officials are subject to all applicable policies and guidelines pertaining to the protection of the security, integrity, and availability of the data stored on a PCD regardless of whether they are Board-owned and assigned to a specific employee or personally-owned by the employee.

PCD communications, including calls, text messages, instant messages, and e-mails sent or received, may not be secure. Therefore, employees should use discretion when using a PCD to relay confidential information, particularly as it relates to students.

Additionally, PCD communications, including text messages, instant messages, and e-mails sent and/or received by a public employee or school official using a PCD may constitute public records.

Further, PCD communications about students, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD may constitute education records if the content includes personally identifiable information about a student.

Communications, including text messages, instant messages, and e-mails sent and/or received by a District employee or school official using his/her PCD, that are public records or student records are subject to retention and disclosure, upon request, in accordance with Policy 8310 - Public Records. Cellular/Wireless communications that are student records should be maintained pursuant to Policy 8330 - Student Records.

It is the responsibility of the District employee or school official who uses a PCD for District business-related use to archive all text messages, instant messages, and e-mails sent and/or received using his/her PCD in accordance with the District's requirements.

Cellular/Wireless communications and other electronically stored information (ESI) stored on the staff member's or school official's PCD may be subject to a litigation hold pursuant to Policy 8315 - Information Management. Staff and school officials are required to comply with District requests to produce copies of cellular/wireless communications in their possession that are either public records or education records or that constitute ESI that is subject to a litigation hold.

At the conclusion of an individual's employment (whether through resignation, nonrenewal, or termination), the employee is responsible for verifying all public records, student records, and ESI subject to a litigation hold that are maintained on the employee's PCD are transferred to the District's custody (e.g., server, alternative storage device). The District's IT department/staff is available to assist in this process. Once all public records, student records, and ESI subject to a litigation hold are transferred to the District's custody, the employee is required to delete the records/ESI from his/her PCD. The employee will be required to sign a document confirming that all such records/information has been transferred to the District's custody and deleted from his/her PCD.

Similarly, if an employee intends to dispose of, or otherwise stop using, a personally-owned PCD on which the employees~~/he~~ has maintained public records, student records, and/or ESI that is subject to a litigation hold, the employee must transfer the records/ESI to the District's custody before disposing of, or otherwise ceasing to use, the personally-owned PCD. The employee is responsible for securely deleting such records/ESI before disposing of, or ceasing to use, the personally-owned PCD.

If a PCD is lost, stolen, hacked or otherwise subjected to unauthorized access, the employee or school official must immediately notify the District Administrator so a determination can be made as to whether any public records, students records, and/or ESI subject to a litigation hold has been compromised and/or lost. Pursuant to Policy 8305 - Information Security and its accompanying guideline, the District Administrator shall determine whether any security breach notification laws may have application to the situation. Appropriate notifications will be sent unless the records/information stored on the PCD was encrypted.

The Board prohibits employees and school officials from maintaining the following types of student, staff, or District records and/or information on their PCDs:

A. social security numbers

B. driver's license numbers

C. credit and debit card information

D. financial account numbers

E. student personally identifiable information

F. information required to be kept confidential pursuant to the Americans with Disabilities Act (ADA)

G. personal health information as defined by the Health Insurance Portability and Accountability Act (HIPAA)

Employees and school officials are responsible for making sure no third parties (including family members) have access to records and/or information, which is maintained on a PCD in their possession, that is confidential, privileged or otherwise protected by State and/or Federal law.

Privacy Issues

Except in emergency situations or as otherwise authorized by the District Administrator or as necessary to fulfill their job responsibilities, employees and school officials are prohibited from using PCDs 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 in the school or while attending a school-related activity. 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.

PCDs, including but not limited to those with cameras, 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.

Potential Disciplinary Action

Violation of any provision of this policy may constitute just cause for disciplinary action up to and including termination.

Use of a PCD in any manner contrary to local, State or Federal laws may also result in disciplinary action up to and including termination.

Revised 11/20/17
Revised 11/19/18

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

118.07(7), Wis. Stats.

948.072, Wis. Stats.

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Last Revised	March 17, 2025

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'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 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 or the Supervisor of Technology 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.

The District Administrator or the Supervisor of Technology may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services 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 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 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 and its accompanying guidelines by signing the District technology use form.

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.

~~**[DRAFTING NOTE: The statute (118.07(7), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition. Wis. Stat. 118.07(7) governs communications between an employee/volunteer and a student enrolled in the District. The goal of the statute is to protect students by regulating staff and volunteer communication with students; however, the law was written to also apply to student communication to District employees, i.e. "between" staff/volunteer and student, and therefore this policy language is included in the student policy section.]**~~

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

When using PCDs to communicate with Board members, staff and/or volunteers, students must use District-approved communication platforms.

The approved communication platform(s) is/are:

A. ~~( )~~ District email/messaging;

B. ~~( )~~ District-approved social media platform(s) ~~_____ (see also Policy 7544 - Use of Social Media)~~;

C. ~~( ) Other _____ **[END OF OPTION]**.~~
District Administration approved athletic, extra-curricular and other communication platforms.

~~**[ ]** The District-approved communication platform(s) shall be listed on the District's website. **[END OF OPTION]**~~

When students communicate with staff, volunteers, or Board members using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. These communications shall occur only when absolutely necessary. Appropriate content includes:

A. ~~( )~~ Instructional communication (assignments, coursework, academic support);

B. ~~( )~~ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ~~( )~~ Scheduling or logistical information related to classes or school programs;

D. ~~( )~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ~~( )~~ Safety or emergency communication when necessary~~;~~

F. ~~( ) Other _____.~~

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff-student boundaries. Failure to follow these policy expectations may result in discipline up to and including termination, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Expectations for Responsible Artificial Intelligence (AI) Use

Students are strictly prohibited from inputting Personally Identifiable Information (PII), confidential student or staff data, or any non-public school records into any AI tool or service that has not been explicitly approved and contracted with by the District.

Students are expected to adhere to principles of transparency, proper citation, and responsible use of AI in all academic and school-related activities. Students must disclose the use and extent of AI assistance on any submitted work as required by staff.

Students are prohibited from using technology and/or AI to bully, harass, threaten, impersonate, create, or distribute deceptive or harmful content, including deepfake or synthetic media that falsely depicts another person. AI may not be used for academic dishonesty, privacy violations, or any conduct that materially disrupts the educational environment. Violations of this policy will result in disciplinary action consistent with Policy 5500 - Student Codes of Conduct and other applicable Board policies.

Academic Honesty

The unauthorized use of Artificial Intelligence tools to generate or complete academic work shall constitute a violation of the District's policy on academic honesty. (See Policy 5505 - Academic Honesty)

All student use of AI technology must comply with the requirements and standards set forth in Policy 7540.08 – Artificial Intelligence (AI).

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally responsible and liable, both civilly and criminally, for uses of the Ed-Tech not authorized by this Board policy and its accompanying guidelines.

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

Revised 11/20/17
T.C. 8/17/20

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Legal

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

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

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

942.09, Wis. Stats.

118.07(7), Wis. Stats.

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Status	draft
Adopted	July 20, 2020
Last Revised	September 16, 2024

7544 - **USE OF SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication, and learning.

The Board authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents staff and the general public. Social media is defined in Bylaw 0100- Definitions.

Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.

The District Administrator is charged with designating the District-approved social media platforms/sites, which all Board members, staff, coaches/advisors, and approved volunteers are required to use when communicating via social media with each other and/or with students.

~~In designating District-approved social media platforms/sites, the District Administrator shall specify which platforms/sites are appropriate for use at the District level, the building or department level, for extra-curricular activities, and at the individual level by employees for professional purposes consistent with the Board's authorization for the official use of social media by individual buildings, departments, activities, or staff members.~~

It is critical that students be taught how to use social media platforms safely and responsibly. Social media (as defined in Bylaw 0100 - Definitions) are a powerful and pervasive technology that affords students and employees the opportunity to communicate for school and work purposes, and to collaborate in the delivery of a comprehensive education. Federal law mandates that the District provide for the education of students regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and regarding cyberbullying awareness and response. See Board Policy 7540.03 – Student Technology Acceptable Use and Safety.

The District recognizes that employees may use social media for personal, as well as professional reasons. The District neither encourages nor discourages employees' use of social media for personal purposes. The District regulates employees' use of social media for purposes related to their District assignment to the same extent as it regulates any other form of employee communication in that regard.

The District uses approved social media platforms/sites as interactive forms of communication and accepts public comments. The District-approved social media platforms/sites are considered limited public forums. As such, the District will monitor posted comments to verify they are on-topic, consistent with the posted rules for use of the forum, and in compliance with the platform/site's applicable terms of service. The Board's review of posted comments will be conducted in a viewpoint-neutral manner, and consistent with State and Federal law. Employees' personal posts on the public platforms/sites are limited/restricted to matters of general public interest that are not related to the employee's specific employment and wholly unrelated to the employee's job responsibilities (i.e., matters where it is clear the individual is posting not in an official capacity, but simply as a member of the public). Employees in administrative positions are ordinarily not permitted to post personal comments on matters of general public interest because to do so could be misconstrued as Board-sponsored speech.

Each District-approved social media account/site must contain a statement that specifies its purpose(s) and limits those who access the social media account/site to use of the account/site only for that/those purpose(s), and in accordance with any specified procedures, and applicable terms of service. Users are personally responsible for the content of their posts.

The District Administrator shall maintain the District's social media presence with respect to general announcements, notices, or other such communications that are disseminated to the public at large or specific audiences within the community. To the extent individual staff members wish to post information or announcements to a District social media platform, the staff member may request that the District Administrator approve and post such information. (This provision does not apply to social media communications that are related to instructional and school-sponsored activities.)

Social Media for Instructional and School-Sponsored Activities

Staff may, with prior approval/authorization from the District Administrator, use social media platforms/sites for communications about classroom instruction or school-sponsored activities, as well as to support classroom instruction. When a staff member uses a District-approved social media platform/site for an educational purpose, it will be considered an educational activity and will not be considered a limited public forum. Students' use of District-approved social media platforms/sites must be consistent with the Student Code of Conduct, Policy 5722/AG 5722 – School-Sponsored Student Publications and Productions, Policy 7540.03/AG 7540.03 – Student Technology Acceptable Use and Safety, the instructor's directions/procedures, and the platform/site's applicable terms of service. Students are prohibited from posting or releasing personally identifiable information about students, employees, and volunteers through District-approved social media without appropriate consent.

Expected Standards of Conduct on District-Approved Social Media

Employees who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students, parents, and members of the general public who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner.

District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations; or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Staff or students who post prohibited content shall be subject to appropriate disciplinary action.

The District is committed to protecting the privacy rights of students, parents~~/guardians~~, staff, volunteers, Board members, and other individuals on District-approved social media sites. District employees are prohibited from posting or releasing confidential information about students, employees, volunteers, or District operations through social media, without appropriate consent (i.e., express written consent from the parent of a student, the affected employee or volunteer, or the District Administrator concerning District operations). Identification of a student in any social media post publication and/or social media post from the District must be approved by the parent in advance. Any postings by District employees that identify students must be consistent with Policy 1213/~~Policy~~ 3213/~~Policy~~ 4213 - Student Supervision and Welfare.

~~Employees and District-approved volunteers are prohibited from using District-approved social media platforms/sites to communicate privately (i.e., one-on-one) with individual students.~~

Retention of Public/Student Records

District communications that occur through the use of District-approved social media platforms/sites – including staff members' use of social media with school-sponsored activities, and comments, replies, and messages received from the general public – may constitute public records or student records, and all such communications will be maintained (i.e., electronically archived) in accordance with the Board's adopted record retention schedule and all applicable State statutes. (See AG 8310A – Public Records)

If a staff member uses District-approved social media platforms/sites in the classroom for educational purposes (i.e., classroom instruction), the staff member must consult with the Principal concerning whether such use may result in the creation of public and/or education records that must be maintained (i.e., electronically archived) for a specific period of time.

Employees' Use of District Technology Resources to Access Social Media for Personal Use

Employees are permitted to use District technology resources (as defined in Bylaw 0100- Definitions) to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

They are reminded that the District may monitor their use of District technology resources.

Employees' Use of Personal Communication Devices at Work to Access Social Media for Personal Use

Employees are permitted to use personal communication devices to access social media for personal use during work hours, provided it does not interfere with the employee's job performance.

Employees are prohibited from posting or engaging in communication that violates State or Federal law, Board policies, or administrative guidelines. If an employee/volunteer's communication interferes with his/her ability to effectively perform his/her job, or violates State or Federal law, Board policies, or administrative guidelines, the District may impose disciplinary action and/or refer the matter to appropriate law enforcement authorities.

This policy and its corresponding administrative guideline will be reviewed and updated as necessary.

Revised 5/16/23
Revised 3/18/24

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Legal

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

118.07(7), Wis. Stats.

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Last Revised	December 15, 2025

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 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.

[DRAFTING NOTE: The statute (118.07(07), Wis. Stat.) does not define "appropriate content" but requires Districts to specify in policy what "appropriate content" means locally. Items A-E are recommended for a comprehensive definition, but Districts may choose a narrower definition or include additional parameters for its definition.]

Appropriate Discussion Content When Using Personal Communication Devices (PCD)

~~When using PCDs to communicate with student(s), volunteers must use District-approved communication platforms.~~

~~The approved communication platform(s) is/are:~~

A. ~~( ) District email/messaging;~~

B. ~~( ) District-approved social media platform(s) _____(see also Policy 7544 – Use of Social Media);~~

C. ~~( ) Other _____ [END OF OPTION].~~

~~[ ] The District-approved communication platform(s) shall be listed on the District's website. [END OF OPTION]~~

When volunteer members communicate with students using PCDs, discussions must be appropriate, professional, and related to legitimate school purposes. Appropriate content includes:

A. ~~( )~~ Instructional communication (assignments, coursework, academic support);

B. ~~( )~~ School-related activities (clubs, athletics, events, field trips, rehearsals);

C. ~~( )~~ Scheduling or logistical information related to classes or school programs;

D. ~~( )~~ Pedagogical assistance related to school participation (clarifying expectations, reminders, or academic assistance); and,

E. ( ) Safety or emergency communication when necessary.;

F. ( ) Other _____.

Communications must remain professional in tone, limited to educational or school-related matters, and consistent with District policies regarding staff–student boundaries. (See Policy 3213/4213 - Student Supervision and Welfare) Failure to follow these policy expectations may result in the revocation of future volunteer opportunities, as well as referral to law enforcement if deemed appropriate. The level of discipline will depend on the severity of the violation. This policy applies to communication that occurs during or outside of school hours.

Volunteers who are parents of students enrolled in the District may communicate with their own children using PCDs outside of District-approved platforms, provided such communications are personal in nature. This exception does not permit the volunteer to engage in District-related communications with other students outside of approved platforms, nor does it exempt them from applicable laws, policies, or expectations regarding professional conduct.

Any person who volunteers to work with the District shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

Any volunteer who works with or has access to students shall be screened through the Internet site for the Sex Offenders Registry (SOR) list, which may include the use of visitor management software, prior to being allowed to participate in any activity or program.

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)

A volunteer who transports students in a private vehicle for school-sponsored activities or trips must abide by the guidelines in Policy 8660 - Transportation by Private Vehicle for District-Sponsored Activities or Trips.

[ ] A volunteer who transports students in a school vehicle must abide by the guidelines in Policy 8600 - Transportation.

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 workers' 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.

The District Administrator shall be responsible for informing each volunteer of the District's appreciation for the volunteer's time and efforts in assisting the operation of the schools.

Policy 9800.01 - Veterans as Classroom Volunteers outlines veteran volunteer's requirements for recognition from the District and the Wisconsin Department of Veterans Affairs.

Revised 11/20/17
T.C. 3/30/22
Revised 3/18/24
Revised 3/17/25

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Legal 120.20, Wis. Stats.

118.07(7), Wis. Stats.

Book	Policy Manual
Section	Act 89 Update includes Act 57 changes up for Board approval
Title	Copy of Copy of CHILD ABUSE AND NEGLECT
Code	po8462 Includes Act 57 as presented to Board for approval
Status	draft
Adopted	October 26, 2015
Last Revised	May 20, 2019

8462 - **REPORTING OF CHILD ABUSE AND NEGLECT, AND SEXUAL MISCONDUCT**

The Board is concerned with the physical and mental well-being of all children of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law. In addition, the Board strictly prohibits any actual or threatened acts of physical, mental, sexual, or another form of abuse directed towards students by any person in any District-owned, operated, or leased facility, or at any school-sponsored activity.

Staff Training Required

The Board shall require every employee to receive training provided by the Department of Public Instruction (DPI) in identifying children who have been abused or neglected and in the laws and procedures governing the reporting of suspected or threatened child abuse and neglect. Such training shall be completed within the first six (6) months of employment in the District and at least once every five (5) years after the initial training. This training may be held in conjunction with staff training for threats of violence as required in Policy 8462.01.

Training conducted in fulfillment of this policy shall include a record of the date, time, duration, and content of the training, as well as a list of all attendees at the training.

Reporting of Suspected Child Abuse or Neglect

Each District employee who has reasonable cause to suspect child abuse or neglect has occurred or is occurring, or has reasonable cause to believe a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur shall be responsible for reporting immediately every case, whether verified or suspected, the circumstances giving rise to the reasonable cause.

Reporting is mandatory even if the staff member has reason to believe that the abuse or neglect occurred, but is no longer occurring (for example, the child is no longer living with the suspected abuser). Staff members should make reports based on reasonable cause to suspect abuse or neglect and are not permitted to first investigate the circumstances in an effort to verify abuse or neglect. This can cause a loss of time and jeopardize law enforcement or social services investigations into child welfare concerns.

Reporting Procedures

The employee shall immediately call the local office of the Child Protective Services and/or ~~Welfare Department or~~ local law enforcement agency.

Employees shall also notify the building level administrator or the District Administrator.

The identity of the reporting person shall be confidential, subject only to disclosure by consent or court order. A reporting employee shall not be dismissed or otherwise penalized for making a report of child abuse or neglect, unless such report was made knowing it to be false and for the purpose of harming the accused or victim in the report.

Information concerning alleged child abuse is confidential. Any unauthorized disclosure by an official or employee of the District is a violation of the law and may subject the disseminator to civil liability for resulting damages and disciplinary action.

Each principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the District Administrator. Staff member reporting obligations under this policy and applicable law are the same regardless of whether the suspected abuser is a parent~~, guardian,~~ or another staff member, and reports should be made accordingly.

Required Notification to Parents for Alleged Sexual Misconduct ~~Additional Required Reporting~~

~~This section addresses the reporting requirements of Policies 1213/3213/4213 – Student Supervision and Welfare.~~ Staff members who possess information leading a reasonable person to suspect that misconduct may have occurred, as indicated below, shall report this immediately to a designated administrator or Title IX Coordinator, who shall inform the District Administrator of the report. ~~the District Administrator and/or their immediate supervisor:~~After receiving a report that alleges any of the following, the District Administrator shall notify the parent of each student alleged to be a victim, target, or recipient of the alleged conduct if the individual who received the report determines there is reasonable cause to suspect that the alleged conduct occurred:

A. Sexual misconduct, as defined in 948.098 (1) (d), Wis. Stats., ~~s. 948.098 (1) (d),~~ by a school staff member, as defined in s. 948.098 (1) (c).;

B. That an individual who has been convicted of a serious child sex offense, as defined in 948.13, Wis. Stats., ~~s. 948.13,~~ has engaged in an occupation or participated in a volunteer position that requires the individual to work or interact primarily and directly with children in a manner that would be a felony under s. 948.13.; and/or

C. That a sex offender, as defined in 948.14 (1) (d), Wis. Stats., ~~s. 948.14 (1) (d),~~ has intentionally captured a representation of a minor student~~pupil~~ without the written consent of the minor student's~~pupil's~~ parent~~ or guardian~~.

Failure on the part of the staff member to immediately report the aforementioned (A., B., and/or C, above) may result in disciplinary action, up to and including termination.

If reporting relative to items A, B, and/or C above, then the following apply:

Timing

A. If the report is received before the end of the regular school day, the District Administrator shall notify the parent by 5:00 p.m. that same day.

B. If the report is received after school hours or on a non-school day, the District Administrator shall provide notification by noon of the next calendar day.

Method

A. Notice must be provided in person or by phone (including voicemail) to the parent(s) of the specific student who is alleged to have been the victim, target, or recipient of the conduct.

B. The District may follow up the in-person or phone notification with written or email documentation for record-keeping purposes.

See also Policy 1213 - Student Supervision and Welfare and Policy 8141 - Required Reporting of Staff Conduct.

48.02(1)(em), Wis. Stats
48.981, Wis. Stats.
118.07, Wis. Stats.
~~118.07(5), Wis. Stats.~~
175.32, Wis. Stats.

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Legal 48.981, 118.07(5), 175.32, Wis. Stats.
118.07(6), Wis. Stats.

Book	Policy Manual
Section	35 .1 Update and Act 57 policies for Board Approval
Title	Copy of WEB CONTENT, APPS, AND SERVICES
Code	po7540.02 REDRAFT- Legal Alert- Tech Director
Status	draft
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Last Revised	July 20, 2020

Replacement Policy - Vol. 35, No. 1

7540.02 - **DIGITAL CONTENT AND ACCESSIBILITY**

A. **Creating Digital Content**

The Board authorizes staff members ~~**( ) and students [END OF OPTION]**~~ to create content for the District's website and District-approved/affiliated apps and services (see Bylaw 0100 - Definitions) ("digital content").

District-generated and school-related digital content must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), Student Online Personal Protection Act (SOPPA), and Children's Online Privacy Protection Act (COPPA)) and reflect the professional image/brand of the District, its employees, and students. District-generated digital content must be consistent with the Board's Mission Statement and is subject to prior review and approval of the District Administrator before being published on the District's website or District-approved/affiliated apps/services.

~~**[DRAFTING NOTE: CHOOSE ONE (1), BOTH, OR NONE OF THE FOLLOWING OPTIONS.]**~~

~~**( )**~~ School-related student-created content for the Board's website or District-approved/affiliated apps/services are subject to Policy 5722 - School-Sponsored Publications and Productions.

~~**( )** Creation of school-related content by students for the Board's website or District-approved/affiliated apps/services must be done under the supervision of a District staff member.~~

~~**[END OF OPTIONS]**~~

B. **Purpose of Digital Content**

The purpose of digital content covered by this policy is to educate, inform, and communicate. The following criteria shall guide the development of District-generated digital content:

1. **Educate**

   Digital content should be suitable for and usable by students and teachers to support the curriculum and the Board's Objectives as listed in the Board's Strategic Plan.

2. **Inform**

   Digital content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

   Digital content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be interested in and/or affected by District matters.

The information published on the Board's website and District-approved/affiliated apps/services should reflect and support the Board's Mission Statement, Educational Philosophy, and School Improvement Process.

When the digital content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 - Student Records.

Under no circumstances is District-generated digital content to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual. Included in this prohibition is the fact that no digital content published on the District's website or District-approved/affiliated apps/services may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution, or recall of a public official, or passage of a tax levy or bond issue;

2. link to a website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

~~(-)~~Under no circumstances shall a staff member post on their personal web pages/websites or private digital accounts (i.e., non-District-approved/affiliated apps/services) student progress reports, grades, class assignments, or any other similar class-related material. Employees are required to use the Board's website or District-approved/affiliated apps/services (e.g., ~~_____ [Progressbook/PowerSchool/~~**Infinite Campus**~~]~~) for the purpose of conveying information to students and/or parents. ~~[END OF OPTION]~~

~~(-)~~Staff members are prohibited from requiring students to go to the staff member's personal web pages/websites and/or private digital accounts (i.e., non-District-approved/affiliated apps/services) (including, but not limited to, the staff member's personal accounts on Facebook, Instagram, Pinterest, YouTube Channel(s), or TikTok sites) to check grades, obtain class assignments and/or class-related materials, and/or to turn in assignments. ~~[END OF OPTION]~~

~~(-)~~If a staff member creates digital content related to their class, it must be hosted on the Board's website or a District-approved app/service. ~~[END OF OPTION]~~

~~(-)~~The Board's website, including school-specific websites, shall be generally open/available to the public unless specific digital content is unique to a specific child and/or includes student personally identifiable information, in which case the information must be password-protected or access to it must be otherwise restricted. When digital content involving student personally identifiable information or information concerning coursework, particularly a specific student's classes/assignments, is password-protected/access is otherwise restricted, the student's parent(s)/guardian(s) will continue to have access to that digital content. ~~[END OF OPTION]~~

Digital content published on the Board's website should reflect an understanding that both internal and external audiences will be viewing the information.

~~(-)~~The District Administrator shall prepare administrative guidelines defining the rules and standards applicable to staff ~~(-)~~ and students ~~[END OF OPTION]~~ who publish digital content on the Board's website and District-approved/affiliated apps/services.

The Board retains all proprietary rights related to the design of and content for its website(s) and any apps/services it operates and/or is affiliated with, absent written agreement to the contrary.

In order for a student's school work (i.e., work that is created in or for a class or as part of a school-sponsored extracurricular activity) to be displayed on the Board's website, the student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) must provide written permission and expressly license its display without cost to the Board.

Likewise, prior written permission from a student (who is eighteen (18) years of age or older) or the student's parent (if the student is seventeen (17) years of age or younger) is necessary for a student to be identified by name on the Board's website.

C. **Accessibility of Web Content and Mobile Apps**

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online through the web or a mobile app, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered in-person or online.

This policy reflects the Board's commitment and intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. Section 794, 34 C.F.R. Part 104, Title II of the Americans With Disabilities Act of 1990, 42 U.S.C. Section 12131, and 28 C.F.R. Part 35 in all respects. For purposes of this policy, "web content" means the "information and sensory experience to be communicated to the user by means of a user agent, including code or markup that defines the content's structure, presentation, and interactions." Examples of web content include text, images, sounds, videos, controls, animations, and conventional electronic documents (e.g., web content or content in mobile apps in the following electronic file formats: portable document formats (PDF), word processor file formats, presentation file formats, and spreadsheet file formats). Additionally, "mobile applications" ("mobile apps") means "software applications that are downloaded and designed to run on mobile devices, such as smartphones and tablets."

1. **Technical Standards**

Web content and mobile apps that the District provides and/or makes available, directly or through contractual, licensing or other arrangements, shall comply with the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards, unless the Board can demonstrate that such compliance would result in a fundamental alteration in the nature of its programs, services, or activities, or an undue financial and administrative burden.

~~**[DRAFTING NOTES:**~~
~~**(1) Districts with a population of 50,000 or more residents must fully comply with WCAG 2.1, Level AA standards by April 24, 2026; Districts with fewer than 50,000 residents must fully comply with WCAG 2.1, Level AA standards by April 26, 2027. (2) Since the deadlines depend on the population size, Wisconsin school districts should use the population estimate on the most recent Small Area Income and Poverty estimates (SAIPE). For districts that are entirely contained within one city or county, they may rely on the population figures for that city or county. If the district is unsure what deadline applies to them, they should consult legal counsel. (3) While the Department of Justice's Final Rule allows public entities to employ alternative designs, methods, or techniques if they provide equivalent or greater accessibility and usability, Neola does not recommend that approach. If a board wants to consider an alternative technical standard, it should consult with its legal counsel. END OF DRAFTING NOTES]**~~

Notwithstanding the preceding, Federal regulations provide for the following content types to have limited exceptions to the WCAG 2.1, Level AA requirements:

a. archived web content (provided all four (4) Federal criteria in 28 C.F.R. 35.104 are met);

b. certain preexisting conventional electronic documents (with specific restrictions);

c. third party content that is not created pursuant to a contract, license, or other arrangement between the Board and a third party;

d. password-protected or otherwise secured documents pertaining to a specific student, their property, or their account; and

e. preexisting social media posts.

Even when the preceding exceptions apply, the District, however, will still provide effective communication and reasonable modifications in accordance with the ADA.

Content maintained for any purpose other than reference, research, or recordkeeping does not qualify as one of the listed exceptions above, regardless of the date it was created. If the content is labeled "archived" or stored in an area clearly identified as being "archived" it still has not risen to the level required to fall into an exception.

When a person with a disability cannot access District-generated or -affiliated web content or mobile apps that meet WCAG 2.1, Level AA standards, the District will: (1) provide alternate means of access to the same information and functionality; (2) make reasonable modifications to policies, practices, or procedures; (3) ensure effective communication through appropriate auxiliary aids and services; and (4) respond to accommodation requests within ~~__~~ ten __ (~~__~~ 10) ~~**[insert timeframe]**~~ business days. Such accommodations may include: (a) alternative document formats (large print, Braille, audio); (b) telephone or in-person assistance for online services; and/or (c) email or mail delivery of information typically accessed online.

2. **Digital Accessibility Coordinator**

The Board designates its ~~**( ) Section 504/ADA Compliance Coordinator(s) ( )** Technology Director **( ) _____ [END OF OPTIONS]**~~ as the District's Digital Accessibility Coordinator(s). ~~( )~~ That individual ~~**( ) Those individuals ( )** is **( )** are **[END OF OPTIONS]**~~ responsible for coordinating and implementing this policy.

~~**[SELECT OPTION 1 OR 2]**~~

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

~~See Board Policy 2260.01 for the Section 504/ADA Compliance Coordinator(s)' contact information.~~

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

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

The District's Digital Accessibility Coordinator(s) is the ~~can be reached at~~ Technology Director. ~~_____ **[Insert name or title, address, e-mail, phone].**~~

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

3. **Third Party Content**

Links included on the Board's website(s) and District-approved/affiliated mobile apps that pertain to its programs, activities, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, SOPPA, and COPPA). The District's Digital Accessibility Coordinator(s) or designee(s) will vet online content available on the Board's website and through District-approved/affiliated mobile apps that are related to the District's programs, activities, and/or services for compliance with this criteria for all new content published on the District's website and mobile apps after adoption of this policy.

Content posted by third parties (e.g., members of the public) on District platforms is exempt from the WCAG 2.1, Level AA requirements unless the third party is posting due to contractual, licensing, or other arrangements with the District. Those platforms, however, along with content posted by the District staff or contractors, must be fully compliant. ~~**[DRAFTING NOTE: The District cannot contract with a third party to host the District's website, social media content, and mobile apps to avoid the District's obligations to comply with WCAG 2.1, Level AA. The third party exception only applies to content**~~

~~**posted by an unaffiliated third party (e.g., a post by a community member on a District's social media page).]**~~

Additionally, nothing herein shall prevent the District from including links on its website(s) and apps/services to:

a. recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or

b. websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.

The Board recognizes that such third party websites must contain age-appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.

4. **Regular Audits**

The District will, under the direction of the Digital Accessibility Coordinator(s) or designee(s), at regular intervals, audit the District's digital content to ensure it meets the required technical standards.

~~**( )** This audit will occur **( )** quarterly **( )** semi-annually **( )** at least annually **( )** no less than once every two (2) years **( )**, with quarterly monitoring of high-priority content and newly published materials **( )** annually **( )**, with quarterly monitoring of high-priority content and newly published materials **[END OF INTERNAL OPTIONS]. [END OF OPTION]**~~

~~**[SELECT OPTION 1 OR OPTION 2]**~~

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

~~The audit must be documented **( )** and include compliance assessment reports, identified accessibility barriers, remediation plans with specific timelines, vendor compliance status, and user complaint tracking and resolution **[END OF INTERNAL OPTION].**~~

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

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

If problems are identified through the audit, such problems will be documented, evaluated, and if necessary, remediated within a reasonable period.

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

5. **Reporting Concerns or Possible Violations**

If a person accessing the District's web content and/or District-approved/affiliated mobile apps (e.g., a student, prospective student, employee, guest, or visitor) ("user") believes that specific web content and/or a mobile app has violated the WCAG 2.1, Level AA standards, the user may contact the Digital Accessibility Coordinator with any accessibility concerns. The user may also file a formal complaint utilizing the procedures set out in Board Policy 2260.01 relating to Section 504 and Title II.

D. **Instructional Use of Apps/Services**

~~**[SELECT OPTION 1 or OPTION 2]**~~

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

The Board requires the ~~**( )** District Administrator **( )** _____ **[END OF INTERNAL OPTION]**~~**Technology Director** to pre-approve each app/service that a teacher intends to use to supplement and enhance student learning. To be approved, the app/service must have a FERPA-compliant privacy policy, as well as comply with all requirements of the COPPA, SOPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA

accessibility standards.

[END OF OPTION 1]

[ ] [OPTION 2]

A teacher who elects to supplement and enhance student learning through the use of apps/services is responsible for verifying/certifying to the **( )** District Administrator **( )** _____ **[END OF INTERNAL OPTION]** that the app/service has a FERPA-compliant privacy policy, and it complies with all requirements of the COPPA, CIPA, and Section 504/ADA, including the WCAG 2.1, Level AA accessibility standards.

[END OF OPTION 2]

The Board further requires **( )** the use of a Board-issued e-mail address in the login process for District-approved/affiliated apps/services. **( )** prior written parental permission for a student seventeen (17) years of age or younger to use the student's personal e-mail address in the login process for District-approved/affiliated apps/services **[END OF OPTION]**.

E. **Training**

The District will provide **( )** annual **( )** periodic **[END OF OPTION]** training for its employees who 1) create web content, documents, or multimedia materials, 2) manage the Board's website and digital services, 3) select and contract with technology vendors, and 4) work on online communications.

The training should cover:

[SELECT OPTION 1 OR OPTION 2]

[ ] [OPTION 1]

1. WCAG 2.1, Level AA guidelines and success criteria,
2. accessible document creation (PDFs, Word, PowerPoint),
3. alternative text requirements for images and media,
4. video captioning and audio description requirements,
5. accessible form and navigation design,
6. color contrast and visual design standards,
7. vendor accessibility evaluation criteria, and
8. the District's responsibilities under Title II of the ADA, including its grievance procedures.

[END OF OPTION 1]

[ ] [OPTION 2]

this Policy and responsibilities associated with the specified staff members' roles related to the implementation of this policy and ensuring the District's digital content is appropriate and accessible.

[END OF OPTION 2]

( ) Such training shall be facilitated by qualified individuals with demonstrated knowledge, skill, and experience concerning the accessibility standards and ADA compliance. **[END OF OPTION]**

( ) New employees in covered positions must complete accessibility training within _____ **[insert timeframe]** **sixty (60) days** of hire. **[END OF OPTION]**

F. **One-Way Communication Using the District Website and/or District-Approved/Affiliated Apps/Services**

The Board approves the use of its website and District-approved/affiliated apps/services to promote school activities and inform stakeholders and the general public about District news and operations.

~~( )~~Included in this approval is the use of Short Message Service (SMS) texting for official District communications. The District SMS service will include:

1. Consent and Privacy for SMS Communication

   The District is committed to protecting the privacy of all recipients. The following terms govern the use of SMS communication:

   a. Explicit Consent (Opt-in): The District shall obtain explicit, verifiable permission (opt-in) before sending any SMS texts to students, parents, staff, or community members.

   b. Data Sharing: Information obtained as part of the SMS consent process will not be shared, sold, or rented to third parties.

   c. Data Collection: The District will not collect or save personal data or information from its SMS users beyond what is strictly necessary to maintain the opt-in list.

   d. Confidentiality: No confidential or personally identifiable student/staff information will be exchanged through SMS text messaging.

2. Types of SMS Communications

   If an individual has consented to receive school-related text messages from the District, they may receive messages related to:

   a. Emergencies and Cancellations

   b. ~~( )~~School and Office Appointments

   c. ~~( )~~General Reminders (e.g., deadlines, schedule changes)

   d. ~~( )~~District and School Events

   e. ~~( )~~Attendance Notifications

   f. ~~( )~~Transportation Updates

   g. ~~( ) _____ [OTHER]~~

   h. ~~( ) _____ [OTHER]~~

   ~~[END OF OPTIONS]~~

3. Standard Messaging Disclosures

   a. Message and data rates may apply. Message frequency may vary.

   b. Users can opt-out at any time by texting ~~( )~~"STOP" ~~( ) _____ [END OF OPTION]~~.

   c. ~~( ) _____ [OTHER]~~.

   ~~[END OF OPTIONS]~~

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

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via the District's website and/or District-approved/affiliated apps/services to be one-way communication, public comments are not solicited or desired, and the website or app/service is to be considered a nonpublic forum.

If the District uses an app/service that does not allow the District to block or deactivate public comments, the District's use of that app/service will be subject to Policy 7544 – Use of Social Media unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records, and AG 8305 - Collection, Classification, Retention, Access and Security of District Data / Information), but it will not review or consider those comments.

~~**[DRAFTING NOTE: Districts are advised to adopt a new category of records that covers such "hidden public comments" on social media. Unless dictated by State law, retention periods established by the district for such unsolicited communications should be limited.]**~~

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Legal References
118.125, Wis. Stats.
947.0125, Wis. Stats.
948.11, Wis. Stats.
995.55, Wis. Stats.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)
Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)
20 U.S.C. 1232g
28 C.F.R. Part 35, Subpart H (Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities - Effective 6/24/2024)
34 C.F.R. Part 99

~~7540.02 **WEB CONTENT, APPS, AND SERVICES**~~

A. ~~**Creation of Content for Web Pages/Sites, Apps, and Services**~~

~~The Board authorizes staff members and students to create content, apps, and services (see Bylaw 0100, Definitions) that will be hosted by the Board on its servers or District-affiliated servers and/or published on the Internet.~~

~~The content, apps and services must comply with applicable State and Federal laws (e.g., copyright laws, Children's Internet Protection Act (CIPA), Section 504 of the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act (ADA), and Children's Online Privacy Protection Act (COPPA)), and reflect the professional image/brand of the District, its employees, and students. Content, apps, and services must be consistent with the Board's mission statement and staff-created web content, services and apps are subject to prior review and approval of the District Administrator before being published on the Internet and/or used with students.~~

~~Student-created content, apps, and services are subject to Policy 5722 – School-Sponsored Student Publications and Productions.~~

~~The creation of content, apps, and services by students must be done under the supervision of a professional staff member.~~

B. ~~**Purpose of Content of District Web Pages/Sites, Apps, and Services**~~

~~The purpose of content, apps, and services hosted by the Board on its servers or District-affiliated servers is to educate, inform, and communicate. The following criteria shall be used to guide the development of such content,~~

apps, and services:

1. **Educate**

   Content should be suitable for and usable by students and teachers to support the curriculum and the Board's objectives as listed in the Board's strategic plan.

2. **Inform**

   Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. **Communicate**

   Content may communicate information about the plans, policies, and operations of the District to members of the public and other persons who may be affected by District matters.

The information contained on the Board's website(s) should reflect and support the Board's mission statement, educational philosophy, and the school improvement process.

When the content includes a photograph or personally identifiable information relating to a student, the Board will abide by the provisions of Policy 8330 – Student Records.

Under no circumstances is District created content, apps, and services to be used for commercial purposes, advertising, political lobbying or to provide financial gains for any individual. Included in this prohibition is the fact no content contained on the District's website may:

1. include statements or other items that support or oppose a candidate for public office, the investigation, prosecution or recall of a public official, or passage of a tax levy or bond issue;

2. link to a website of another organization if the other website includes such a message; or

3. communicate information that supports or opposes any labor organization or any action by, on behalf of, or against any labor organization.

Web content, apps, and services should reflect an understanding that both internal and external audiences will be viewing the information.

School web pages/sites, apps, and services must be located on Board-owned or District-affiliated servers.

The District Administrator shall prepare administrative procedures defining the rules and standards applicable to the use of the Board's website and the creation of web content, apps, and services by staff.

The Board retains all proprietary rights related to the design of web content, apps, and services that are hosted on Board-owned or District-affiliated servers, absent written agreement to the contrary.

Students who want their class work to be displayed on the Board's website must have written parent permission and expressly license its display without cost to the Board.

Prior written parent permission is necessary for a student to be identified by name on the Board's website.

C. **Website Accessibility**

The District is committed to providing persons with disabilities an opportunity equal to that of persons without disabilities to participate in the District's programs, benefits, and services, including those delivered through electronic and information technology, except where doing so would impose an undue burden or create a fundamental alteration. The District is further committed to ensuring persons with disabilities are able to acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as persons without a disability, with substantially equivalent ease of use; that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any District programs, services, and activities delivered online, as required by Section 504 and Title II of the ADA and their implementing regulations; and that they receive effective communication of the District's programs, services, and activities delivered online.

The District adopts this policy to fulfill this commitment and affirm its intention to comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, 34 C.F.R. Part 104, and Title II of the Americans With

~~Disabilities Act of 1990, 42 U.S.C. 12131 and 28 C.F.R. Part 35 in all respects.~~

1. ~~**Technical Standards**~~

   ~~The District will adhere to technical standards of compliance. The District measures the accessibility of online content and functionality according to the World Wide Web Consortium's Web Content Accessibility Guidelines (WCAG).~~

2. ~~**Web Accessibility Coordinator**~~

   ~~The Board designates its Technology Director as the District's web accessibility coordinator(s). That individual(s) is responsible for coordinating and implementing this policy.~~

3. ~~**Third Party Content**~~

   ~~Links included on the Board's website(s), services, and apps that pertain to its programs, benefits, and/or services must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, CIPA, Section 504, ADA, and COPPA). While the District strives to provide access through its website to online content provided or developed by third parties (including vendors, video sharing websites, and other sources of online content) that is in an accessible format, that is not always feasible. The District's administrators and staff, however, are aware of this requirement with respect to the selection of online content provided to students. The District's web accessibility coordinator or his/her designees will vet online content available on its website that is related to the District's programs, benefits, and/or services for compliance with this criteria for all new content placed on the District's website after adoption of this policy.~~

   ~~Nothing in the preceding paragraph, however, shall prevent the District from including links on the Board's website(s) to:~~

   a. ~~recognized news/media outlets (e.g., local newspapers' websites, local television stations' websites), or~~

   b. ~~websites, services, and/or apps that are developed and hosted by outside vendors or organizations that are not part of the District's program, benefits, or services.~~

   ~~The Board recognizes that such third party websites may not contain age appropriate advertisements that are consistent with the requirements of Policy 9700.01, AG 9700B, and State and Federal law.~~

4. ~~**Regular Audits**~~

   ~~The District, under the direction of the web accessibility coordinator(s) or his/her/their designees, will, at regular intervals, audit the District's online content and measure this content against the technical standards adopted above.~~

   ~~If problems are identified through the audit, such problems will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.~~

5. ~~**Reporting Concerns or Possible Violations**~~

   ~~If any student, prospective student, employee, guest, or visitor believes that the District has violated the technical standards in its online content, s/he may contact the web accessibility coordinator with any accessibility concerns. S/He may also file a formal complaint utilizing the procedures set out in Board Policy 2260 and Policy 2260.01 relating to Section 504 and Title II.~~

D. ~~**Instructional Use of Apps and Web Services**~~

~~The Board authorizes the use of apps and services to supplement and enhance learning opportunities for students either in the classroom or for extended learning outside the classroom.~~

~~A teacher who elects to supplement and enhance student learning through the use of apps and/or services is responsible for verifying/certifying to the Technology Director that the app and/or service has a FERPA-compliant privacy policy, and it complies with all requirements of the Children's Online Privacy Protection Act (COPPA) and the Children's Internet Protection Act (CIPA) and Section 504 and the ADA.~~

~~The Board further requires the use of a Board issued e-mail address in the login process.~~

E. **Annual Training**

The District will provide annual training for its employees who are responsible for creating or distributing information with online content so that these employees are aware of this policy and understand their roles and responsibilities with respect to web design, documents and multimedia content.

F. **One-Way Communication Using District Web Content, Apps and Services**

The District is authorized to use web pages/sites, apps and services to promote school activities and inform stakeholders and the general public about District news and operations.

Such communications constitute public records that will be archived.

When the Board or District Administrator designates communications distributed via District web pages/sites, apps and services to be one-way communication, public comments are not solicited or desired, and the web site, app or service is to be considered a nonpublic forum.

If the District uses a apps and web service that does not allow the District to block or deactivate public comments (e.g., Facebook, which does not allow comments to be turned off, or Twitter, which does not permit users to disable private messages or mentions/replies), the District's use of that apps and web service will be subject to Policy 7544 – Use of Social Media, unless the District is able to automatically withhold all public comments.

If unsolicited public comments can be automatically withheld, the District will retain the comments in accordance with its adopted record retention schedule (see AG 8310A – Public Records), but it will not review or consider those comments.

Revised 11/20/17

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Legal

Wis. Stats. 947.0125

Wis. Stats. 948.11

Wis. Stats. 995.55

Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, Stat. 4096 (2008)

Children's Internet Protection Act (CIPA), Pub. L. No. 106-554 (2001)

20 U.S.C. 1232g

34 C.F.R. Part 99

ESTIMATE

Husty Lawns & Services LLC

N3934 County Road R
Hustisford, WI 53034
(920) 988-4417

To:
Hustisford School District
845 South Lake Street
Hustisford, WI 53034

Estimate #	2575
Estimate Date	06/01/2026
Total Amount	**$1,200.00**

Item	Quantity	Price	Tax1	Line Total
Lawn Care - Mowing & Trimming (Monthly)	1.0	$1,200.00		$1,200.00

Subtotal:	$1,200.00
Tax:	$0.00
Past Due Amount:	$0.00
Total Amount:	**$1,200.00**

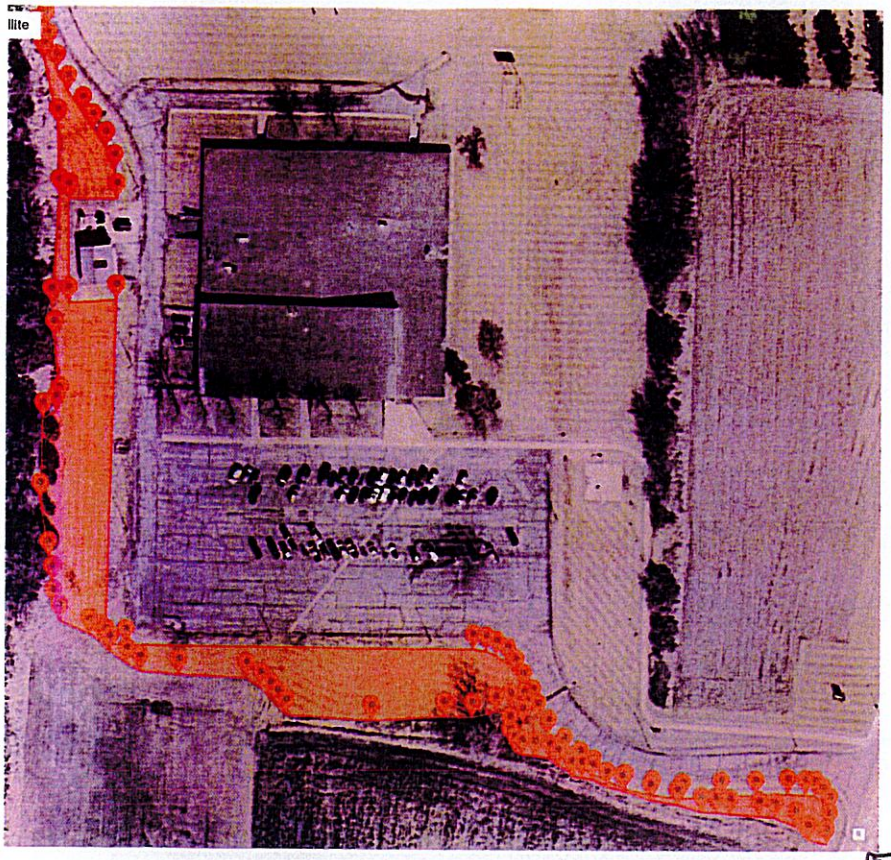
Notes

Monthly Lawn Care = $1200

Invoices will be sent out on the first of each month, starting June 1, 2026.
Final invoice will be sent out on October 1, 2026.

Contract ends on October 31, 2026

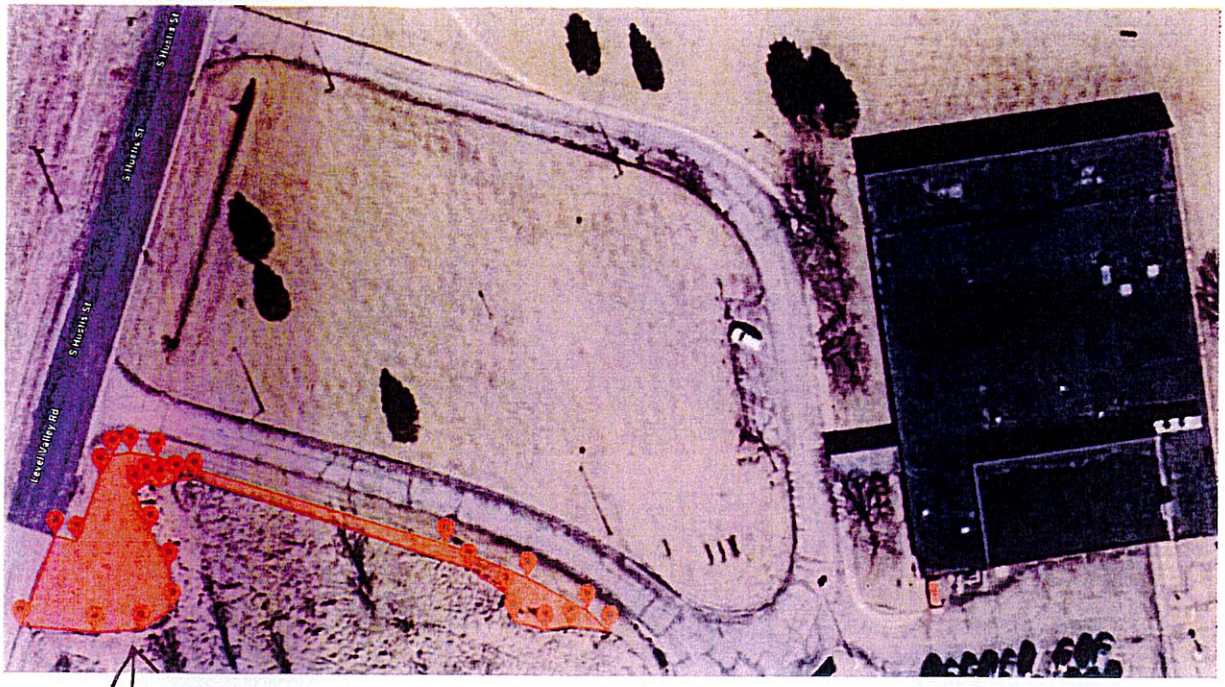
This price is for the updated grounds area. 5.82 Acres will be removed from maintaining.



Will not be mowed.

Area #1

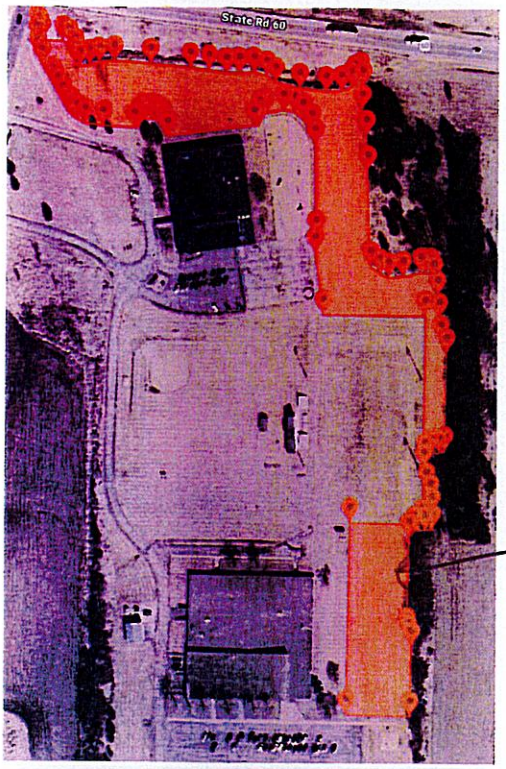
1.31 Acres



Will not be mowed.

Area #2

.15 Acre



Will not be mowed.

Area #3

4.36 Acres

2025-2026

	Salary Benefits	Monthly Cost to District for Remaining Employees	Annual Cost to District for Remaining Employees
Life Insurance:	$ 200,000.00	$ 246.69	$ 2,960.28
Long-Term Disability	$ 114,000.00	$ 162.82	$ 1,953.84
Short-Term Disability (voluntary)	$ 86,667.00	$ -	$ -
		Total	$ 4,914.12

2026-2027

Salary Benefits	Monthly Cost to District for Remaining Employees	Annual Cost to District for Remaining Employees
$ 100,000.00	$ 284.00	$ 3,408.00
60% of predisability earnings	$ 170.39	$ 2,044.68
66.67% of predisability earnings	$ 122.41	$ 1,468.92
		$ 6,921.60
	Difference	$ 2,007.48
	Savings from health ins	$ 3,467.75
	Total savings	$ 1,460.27

Life/AD&D Insurance Coverage

Covered Members: All active employees regularly working at least 30 hours each week.

Eligibility Waiting Period: Members hired after the Group Policy Effective Date become eligible on the first day of the calendar month coinciding with or next following the date they become a Member.

OPTIONS	GOOD	BETTER	BEST
Classes	None	None	None
Benefit Amount	Flat $50,000	Flat $75,000	Flat $100,000
Maximum Benefit	$50,000	$75,000	$100,000
Minimum Benefit	$10,000	$10,000	$10,000
AD&D Benefit	Matches Life Benefit	Matches Life Benefit	Matches Life Benefit
Age Based Benefit Reduction for both Life and AD&D	To 65% at age 65 To 50% at age 70 To 35% at age 75	To 65% at age 65 To 50% at age 70 To 35% at age 75	To 65% at age 65 To 50% at age 70 To 35% at age 75
AD&D Insurance Benefits Table of Losses	**Loss** / **Percentage Payable** Life 100% One hand or one foot 50% Sight in one eye 50% Two or more of the losses listed above 100%	**Loss** / **Percentage Payable** Life 100% One hand or one foot 50% Sight in one eye 50% Two or more of the losses listed above 100%	**Loss** / **Percentage Payable** Life 100% One hand or one foot 50% Sight in one eye 50% Two or more of the losses listed above 100%
Guarantee Issue Amount for both Life and AD&D	Full Benefit	Full Benefit	Full Benefit
Employer Contribution	100%	100%	100%

OPTIONS	GOOD	BETTER	BEST
Initial Rate Guarantee	3 years	3 years	3 years
Waiver of Premium[2]	Eligibility to age 55; ends at age 60	Eligibility to age 60; ends at age 65	Eligibility to age 60; ends at age 65
Continuity of Coverage	Included	Included	Included
AD&D - Child Care, Higher Education and Career Adjustments	Included	Included	Included
AD&D – Seat Belt and Air Bag Benefit	Included	Included	Included
AD&D - Drug and Alcohol Exclusion	Included	Included	Included
Travel Assistance	Included	Included	Included
Conversion	Included	Included	Included
True Portability[3]	Included	Included	Included
Repatriation Benefit[3]	Included	Included	Included
Domestic Partner Language	Included	Included	Included
Accelerated Benefit	Lesser of 75% of life benefit or $200,000	Lesser of 75% of life benefit or $200,000	Lesser of 75% of life benefit or $200,000

2 Waiver of Premium eligible to age and waive to age may vary by state. Please refer to the Group Life and AD&D Insurance Brochure.

3 True Portability and Repatriation Benefit are not available in all states. Please refer to the Group Life and AD&D Insurance Brochure.

Cost

Life/AD&D

Members	GOOD	BETTER	BEST
	5 year Age Graded Rates	5 year Age Graded Rates	5 year Age Graded Rates
	AGE BAND Rate/$1,000	AGE BAND Rate/$1,000	AGE BAND Rate/$1,000
	00 29 $.090	00 29 $.090	00 29 $.090
	30 34 $.100	30 34 $.100	30 34 $.100
	35 39 $.110	35 39 $.110	35 39 $.110
1	40 44 $.140	40 44 $.140	40 44 $.140
2	45 49 $.190	45 49 $.190	45 49 $.190
	50 54 $.270	50 54 $.280	50 54 $.280
3	55 59 $.430	55 59 $.430	55 59 $.430
	60 64 $.660	60 64 $.660	60 64 $.660
	65 69 $1.270	65 69 $1.270	65 69 $1.270
1	70 74 $2.060	70 74 $2.060	70 74 $2.060
	75 99 $3.780	75 99 $3.780	75 99 $3.780

Life/AD&D Subtotal

7	$142.00	$213.00	$284.00
Total Monthly Cost:	$142.00 *	$213.00 *	$284.00 *

* Total Monthly Cost is based on the census provided

Conditions

- A participation level of 100% is required.

For additional information on the available features and benefits of Life Coverage from Standard Insurance Company, click here.

Long Term Disability (LTD) Insurance Coverage

Covered Members: All active employees regularly working at least 30 hours each week.

Eligibility Waiting Period: Members hired after the Group Policy Effective Date become eligible on the first day of the calendar month coinciding with or next following the date they become a Member.

OPTIONS	GOOD	BETTER	BEST
Income Benefit Percentage	50% of Predisability Earnings	60% of Predisability Earnings	60% of Predisability Earnings
Maximum Monthly Benefit	$5,000	$7,500	$7,500
Minimum Monthly Benefit	$100 or 10%	$100 or 10%	$100 or 10%
Benefit Waiting Period[1]	90 days*	90 days	90 days
Own Occupation Period	24 months	24 months	24-month Own Occupation period followed by an Any Occupation period to age SSNRA
Maximum Benefit Period	2 Years	5 Years	SSNRA
Guarantee Issue Amount	Full Benefit	Full Benefit	Full Benefit
Employer Contribution	100%	100%	100%
Mental Disorder, Substance Abuse, and Other Limited Conditions Limitation[2]	12 Months	24 Months	24 Months

1 A 90 day Benefit Waiting Period is not available in all states.

2 Specific exclusions and limitations may vary by state. Please refer to the Group Long Term Disability Insurance Brochure.

*** This proposal assumes that STD from The Standard is also purchased. If only LTD is purchased, then the Benefit Waiting Period will change to 180 days and the plan will be re-rated.**

OPTIONS	GOOD	BETTER	BEST
Initial Rate Guarantee	3 years	3 years	3 years
Survivors Benefit	Included	Included	Included
Domestic Partner Language	Included	Included	Included
Continuity of Coverage	Included	Included	Included
Return to Work Incentive	Included	Included	Included
Reasonable Accommodation Benefit	Up to $25,000	Up to $25,000	Up to $25,000
Rehabilitation Plan Incentives	Included	Included	Included
Waiver of Premium	Included	Included	Included
Employee Assistance Plan	Not Included	Included (3 Face to Face)	Included (3 Face to Face)

Cost

Long Term Disability

Members	GOOD	BETTER	BEST
	5 year Age Graded Rates	5 year Age Graded Rates	5 year Age Graded Rates
	AGE BAND Rate/% Insured Earnings	AGE BAND Rate/% Insured Earnings	AGE BAND Rate/% Insured Earnings
	00 29 0.030%	00 29 0.070%	00 29 0.070%
	30 34 0.050%	30 34 0.110%	30 34 0.130%
	35 39 0.070%	35 39 0.160%	35 39 0.220%
1	40 44 0.070%	40 44 0.250%	40 44 0.280%
2	45 49 0.100%	45 49 0.340%	45 49 0.390%
	50 54 0.140%	50 54 0.340%	50 54 0.620%
3	55 59 0.190%	55 59 0.480%	55 59 0.710%
	60 64 0.300%	60 64 0.750%	60 64 0.750%
	65 69 0.440%	65 69 0.750%	65 69 0.750%
1	70 99 0.590%	70 99 0.800%	70 99 0.790%
Total Monthly Cost:	$58.21 *	$137.41 *	$170.39 *

* Total Monthly Cost is based on the census provided

Conditions

- This proposal assumes the group participates in Social Security.
- Primary and Dependents Social Security benefits are offset as Deductible Income.
- Benefits from individual disability and/or other group disability plans will not be used as deductible income unless they exceed 80% of indexed predisability earnings when added to the group LTD benefit. Only the excess above 80% will be used as deductible income.
- Employer must participate in a Workers' Compensation Plan.
- Workers' Compensation benefits will be considered deductible income.
- Businesses that do not participate in a Workers' Compensation plan are not eligible for LTD coverage. However we will extend coverage to groups in situations where owners have opted out of Workers' Compensation, but the remaining employees are actively enrolled in Workers' Compensation.
- A participation level of 100% is required.
- For Corporations, this proposal assumes that disability benefits are taxable to the employees, even the owners.
- For Partnerships, Sole Proprietorships, S Corporations, and LLCs, this proposal assumes disability benefits are taxable to the employees, but are not taxable to the partners/owners.
- The plan includes a 6/12 Preexisting Condition Limitation.

For additional information on the available features and benefits of Long Term Disability Coverage from Standard Insurance Company, click here.

Short Term Disability (STD) Insurance Coverage

Covered Members: All active employees regularly working at least 30 hours each week.

Eligibility Waiting Period: Members hired after the Group Policy Effective Date become eligible on the first day of the calendar month coinciding with or next following the date they become a Member.

OPTIONS	GOOD	BETTER	BEST
Income Benefit Percentage	50% of Predisability Earnings	60% of Predisability Earnings	66.67% of Predisability Earnings
Maximum Weekly Benefit	$1,000	$1,000	$1,000
Minimum Weekly Benefit	$15	$15	$15
Benefits Begin	Accident: Day 15 Illness: Day 15	Accident: Day 1 Illness: Day 8	Accident: Day 1 Illness: Day 8
Maximum Benefit Period[1]	90 days	90 days*	90 days*
Guarantee Issue Amount	Full Benefit	Full Benefit	Full Benefit
Employer Contribution	100%	100%	100%
Initial Rate Guarantee	3 years	3 years	3 years
Return to Work Incentive	Included	Included	Included
Reasonable Accommodation Benefit	Included	Included	Included
Temporary Recovery	Included	Included	Included

1 A 90 day Maximum Benefit Period is not available in all states.

*** This proposal assumes that LTD from The Standard is also purchased. If only STD is purchased, then the Maximum Benefit Period will change to 180 days and the plan will be re-rated.**

Cost

Short Term Disability

Members	GOOD	BETTER	BEST
	5 year Age Graded Rates AGE BAND Rate/$1 Benefit	5 year Age Graded Rates AGE BAND Rate/$1 Benefit	5 year Age Graded Rates AGE BAND Rate/$1 Benefit
	00 29 $.040	00 29 $.042	00 29 $.042
	30 34 $.040	30 34 $.041	30 34 $.041
	35 39 $.021	35 39 $.024	35 39 $.024
1	40 44 $.021	40 44 $.024	40 44 $.024
2	45 49 $.016	45 49 $.020	45 49 $.020
	50 54 $.017	50 54 $.021	50 54 $.021
3	55 59 $.022	55 59 $.028	55 59 $.028
	60 64 $.023	60 64 $.029	60 64 $.029
	65 69 $.026	65 69 $.033	65 69 $.033
1	70 99 $.030	70 99 $.037	70 99 $.037
Total Monthly Cost:	$78.71 *	$114.52 *	$122.41 *

* Total Monthly Cost is based on the census provided

Conditions

- Benefits from individual disability and/or other group disability plans will not be used as deductible income unless they exceed 80% of predisability earnings when added to the group STD benefit. Only the excess above 80% will be used as deductible income.
- The employer must participate in a Workers' Compensation Plan
- Businesses that do not participate in a Workers' Compensation plan are not eligible for STD coverage. However we will extend coverage to groups in situations where owners have opted out of Workers' Compensation, but the remaining employees are actively enrolled in Workers' Compensation.
- STD benefits will not be paid for any period during which paid sick leave is received
- STD benefits end when LTD Benefits begin
- The plan provides coverage for disabilities occurring only off the job
- A participation level of 100% is required.
- For Corporations, this proposal assumes that disability benefits are taxable to the employees, even the owners.
- For Partnerships, Sole Proprietorships, S Corporations, and LLCs, this proposal assumes disability benefits are taxable to the employees, but are not taxable to the partners/owners.

For additional information on the available features and benefits of Short Term Disability Coverage from Standard Insurance Company, click here.

Producer Compensation Disclosure

We recognize the valuable role of Insurance advisors, consultants and brokers ("producers") in helping their clients design an employee benefits program, and we support reasonable and fair compensation for these services. This proposal includes commissions which may be paid to one or more entities. In addition to commissions, a producer may be paid override compensation dependent on The Standard's eligibility requirements. Please consult with your producer for complete compensation information. Click here to visit our website for general producer compensation information, or you may call The Standard at 855.737.4575.

Unless participation is declined by the producer or client, contingent compensation is additional compensation that may also be paid and is dependent on the satisfaction of one or more minimum requirements, such as a specified amount of new premium volume or persistency in connection with the producer's block of business. Click here to visit our website for information about our customary producer rewards program. Some producers may have a contingent compensation arrangement that differs from our customary program. Please consult with your producer for additional details.

Insurance will not be effective until we receive your electronic signature agreeing to the terms of the policy and confirming the promise to pay premium. The group contract will contain provisions and defined terms not described in this Proposal Summary proposal. The group contract will control if there are discrepancies between it and this proposal.

This proposal assumes the group:

- Is NOT aware of any employee who has a current or potential condition or any health risk that could result in a claim (applies to STD, LTD and Life coverages only). Examples of a condition or health risk that might result in a claim include, but are not limited to, the following: Pregnancy, possible surgery or treatment, physical disease, illness, injury, or mental disorder;
- has agreed to conduct all business electronically;
- has been in business for at least one year;
- is structured as a corporation, partnership or proprietorship with an employer/employee relationship; and
- is one where no more than 50% of the group is related to another employee of the group

This Proposal Summary proposal expires on June 30, 2026 unless replaced or withdrawn by Standard Insurance Company.

Contract for District Student Transportation between Hustisford School District and Riteway Bus Service, Inc. July 1, 2026 - June 30, 2027

This contract for the transportation of students ("Contract") is made and entered into effective July 1, 2026, by and between the Hustisford School District ("District"), with a principal office located at 845 S Lake Street, Hustisford, WI 53034, and Riteway Bus Service, Inc., DBA "GO Riteway Transportation Group" ("Contractor"), with its principal office located at 6970 S 6th Street, Oak Creek, WI 53154. The District and Contractor, in consideration of the mutual covenants and promises set forth herein, the receipt and sufficiency of which are hereby acknowledged, agree as follows:

A. TERM OF THE CONTRACT

This Contract shall extend for a term of one (1) year, commencing on July 1, 2026, and ending on June 30, 2027, unless earlier terminated in accordance with this Contract. Both parties agree to meet at least one hundred twenty (120) days in advance of the term end date to discuss the option to renew for an additional one-year term.

B. TRANSPORTATION SERVICE DAYS

1. The Contractor and the District agree to a base service days guarantee of one hundred seventy (170) transportation days each school year ("Guaranteed Minimum"), with a school year being defined as beginning on July 1 and ending on June 30 of the following calendar year ("School Year"). The Guaranteed Minimum for a School Year does not include any summer school transportation days but does include the one mock school day that occurs annually in August.
    a. When billable transportation days fall under the Guaranteed Minimum for any reason, District shall make a partial payment to Contractor of 65% of the average daily transportation charges (calculated as Contractor's average daily charges for the then-current School Year) for each billable transportation day that falls below the Guaranteed Minimum. District shall make such payment to Contractor within thirty (30) calendar days of the final day of the School Year in which the Guaranteed Minimum was not reached.
    b. If the District, in its sole discretion, increases the Guaranteed Minimum for any School Year during the term of this Contract, the District shall pay Contractor according to the terms of this Contract for all transportation days in excess of 170 transportation days.

c. If any AM or PM transportation route with an irregular schedule is scheduled for less than the minimum number of transportation days, the District shall make a partial payment to Contractor of 65% of the daily rate of said route for the number of days below the Guaranteed Minimum number of transportation days. This provision does not include irregularly scheduled midday routes that occur as part of a District 4K or special education program.

2. The Parties understand and agree that the District reserves the right to expand or reduce daily Contractor transportation services to meet program needs. However, if the number of regular route buses is reduced in any School Year because of the District's decision to reduce route buses, District agrees that the route rates set forth in Appendix A (including any increases pursuant thereto) shall be increased redistributing the fixed costs for each bus eliminated from the District's transportation operation. District and Contractor will come to a mutual agreement as to the number of vehicles needed for the District's transportation operation at the beginning of the first year of this agreement.
3. Contractor and District agree to discuss service needs during long-term closures in order to address any potential needs for continued driver pay and/or service needs of the District. Any modifications to the terms of this Contract to address service needs during long-term closures shall be mutually agreed upon in writing by both Parties.

C. PAYMENT

1. All invoices from Contractor to District must be received by the District by the fifteenth (15th) day of each month for services performed during the previous month. District shall pay all invoices within thirty (30) calendar days of their receipt.

D. CONTRACTOR RESPONSIBILITY – GENERAL CONDITIONS

1. Contractor shall provide and operate transportation vehicles and services to transport District students in compliance with the routes, passenger lists, time schedules, and days of operation as designated by the District. Contractor shall provide such services in compliance with federal law, the Wisconsin Statutes and Wisconsin Administrative Code, and according to all specifications, rules, and regulations of the Wisconsin Department of Transportation, the Wisconsin Division of Motor Vehicles, the Wisconsin Department of Public Instruction, District transportation policies and procedures, and any other applicable law or regulation.
2. Contractor shall prepare and schedule all transportation routes. All routes shall comply with District policies and procedures and standards for length of ride, walking distance to meet the bus, and comfortable seating capacity.

3. Contractor shall operate all routes as efficiently as possible to minimize costs to District.
4. Contractor shall collaborate with District to plan and finalize any route changes.
5. Contractor shall provide and furnish all buildings and sites, materials, labor, and equipment necessary to transport all eligible public and private school students to and from their homes, or to and from an alternate pickup or drop off point approved by the District, and their respective schools for the term of this Contract.
6. Contractor shall make buses available at all reasonable times to the District for the purpose of transporting District's students and staff to other points and destinations for such curricular, co-curricular, and field trips as requested by the District.
7. Contractor shall assume all costs for licenses, permits, and certifications that are or may be required by the regulatory bodies for the performance of student transportation services.
8. Contractor shall assume all costs of the transportation operation, including, but not limited to, costs for buildings, sites, vehicles, communication, technology necessary for Contractor to perform its obligations under the terms of this Contract, maintenance, supplies, accessories, equipment, training, insurance, salaries and benefits for drivers, and all other employees necessary to carry out the transportation services required except as separately designated in this Contract.
9. Contractor shall have exclusive right to transport all District students in yellow school buses for AM/PM regular routes and any necessary non-public school routes under the terms of this Contract. Contractor shall not have exclusive right to the transportation for co-curricular, athletic activity, and field trips. For avoidance of doubt, nothing herein shall be construed as preventing or limiting District from contracting specialized transportation by other means such as privately owned vehicles, taxi cabs, other common carriers, school owned vehicles, or from contracting with individual parents/guardians to transport their own children.

E. CONTRACTOR RESPONSIBILITY – SERVICE

1. Contractor shall suggest changes that the District could explore to maximize transportation efficiency and effectiveness.
2. The Contractor shall notify the Director of Business Services or designee immediately when a bus accident has occurred. Contractor shall send a copy of the accident report to the District without delay.
3. Contractor shall notify Director of Business Services or designee immediately of any vehicle breakdowns while the vehicle is in service and when there are students on board.
4. Any bus delays beyond normal variance of fifteen (15) minutes must be communicated to the Director of Business Services or designee.

5. Contractor is responsible for coordinating routes and schedules for the private schools on the dates when private school calendars do not coincide with the District calendar.
6. Contractor shall provide the District all necessary information for the District to prepare state-mandated transportation reports, including information regarding student ridership for transportation aid purposes.
7. Contractor shall provide all buses needed by the District during the months of June, July, and August for summer school programs, including buses needed for scheduled routes and for summer school field trips.
8. Contractor's management and terminal personnel:
    a. Contractor shall employ appropriate staff at all levels and in all positions to adequately carry out the responsibilities and terms of this contract.
    b. Contractor shall provide adequate and on-going training for all staff in areas such as management, customer service, technology, fleet maintenance, safety, all applicable laws, rules, regulations, and District policy, and all other training necessary to meet the terms of this Contract.
    c. Contractor shall employ trained mechanics to adequately service the vehicles and provide an effective preventative maintenance program. Ongoing training will be provided to the mechanics to keep current with industry standards and trends.
9. Contractor's drivers and attendants:
    a. Contractor shall employ the necessary number of drivers and attendants to fulfill the transportation services outlined in this Contract.
    b. Contractor shall ensure that all buses will be operated at all times by trained, competent, safe, and courteous drivers who comply with all requirements for school bus drivers as set forth by the Wisconsin Department of Transportation (DOT) and state law, and including, but not limited to, licensing requirements under section 343.12 of the Wisconsin Statutes and requirements for the operation of school buses adopted by the secretary of transportation under section 110.06(2) of the Wisconsin Statutes. In addition, all drivers will be required to follow all District transportation policies and procedures.
    c. Contractor shall establish and implement a screening, hiring, and training program that meets state statutes and ensures well-qualified employees. At a minimum, this process should include the following:
        i. Applicant driver record check
        ii. Applicant criminal background check
        iii. Training and orientation for the route the driver will drive
        iv. All training required by law
    d. Contractor shall provide on-going in-service meetings/training programs for drivers and attendants on topics that are standard for bus drivers, including, but

not limited to, the areas of safety, customer service, safety drills, etc. If the District wants drivers to receive any additional training beyond what Contractor provides, District must provide the training, at the District's expense, and Contractor shall require drivers and attendants to participate (*e.g.*, positive behavioral intervention supports and/or similar training).

e. District shall establish written policies pertaining to the discipline of students while riding the bus. Contractor is responsible for the maintenance of proper student supervision and discipline for all persons aboard the bus. The following guidelines shall be used by the drivers in determining procedures to be followed in maintaining acceptable student discipline:
    i. Bus drivers have a delegated responsibility for maintaining proper discipline on their buses.
    ii. Student behavior problems on buses will be referred to the Contractor and the building Principal for appropriate follow-up.
    iii. The building principal shall follow District policy in determining discipline for a student.
    iv. The bus driver is not authorized to remove students from the bus except in emergency situations when a student is endangering the safety of other riders or the driver. In these cases, the student may be denied transportation privileges either at the bus stop or at school. If such action is taken, the driver must notify the terminal and the school Principal immediately.
    v. Contractor's agents and employees may not engage in seclusion or restraint of District students.

F. CONTRACTOR RESPONSIBILITIES – VEHICLE REQUIREMENTS

1. Contractor shall provide the appropriate number and size of vehicles needed for providing the transportation service as necessary for the term of the Contract.
2. Contractor shall provide a fleet of buses that ensures safe and reliable service.
3. Contractor is responsible for ensuring all vehicles meet the specifications as prescribed by the federal government, state law, including but not limited to the requirements under section 110.06(2) of the Wisconsin Statutes, the Wisconsin Department of Transportation, the Wisconsin Division of Motor Vehicles, Wisconsin Department of Public Instruction, and District.
4. Contractor will ensure that all buses are equipped with operable two-way radios. A base station is required at the terminal and must be connected to an owned or leased tower.

5. Contractor shall have an adequate fleet to accommodate students with disabilities who require bus transport.
6. Contractor shall provide the District with an inventory of its fleet of vehicles upon request. Buses used in the operation cannot be more than twelve (12) years old as of the beginning of each school year. The average age of the buses regularly assigned to morning and afternoon routes shall be no greater than ten (10) years. The average age of the bus shall be determined based upon the total number of years it has been in service. Brand new vehicles that have previously never been titled and that are used in the operation shall be classified as zero (0) years old.
7. Contractor must provide a minimum number of spare vehicles equal to 10% of the fleet utilized in the provision of services to the District so as to not cause any disruption in service and to provide service for all curricular, co-curricular, and field trips. All spare buses must be maintained in the same manner as the regular route buses and are subject to the same technology requirements. At least one (1) of the spare buses must be appropriately equipped with any necessary specialty equipment to transport students with disabilities.
8. Contractor shall ensure that digital cameras with audio and video capabilities are installed in all vehicles. Contractor is responsible for installation of all technology. Contractor shall be responsible for maintaining spare cameras and hard drives so that all buses are equipped with working technology. Contractor shall provide District with copies of any audio and/or video recordings at District's request and consistent with applicable student/pupil records and public records laws.
9. Contractor shall ensure that all buses are maintained in excellent mechanical condition so as to meet any and all requirements of the Wisconsin Department of Transportation and state and federal law at all times; that buses are kept neat and clean inside and outside; that all buses are inspected and approved for service by the Wisconsin Department of Transportation annually; and that each bus carries an inspection certificate. District will be provided with copies of all inspection reports.
10. All buses, including charter buses, shall be equipped with active GPS. The GPS equipment shall provide for the use of a parent application to track the arrival of their student's school bus route in real time. GPS and parent applications shall be implemented in coordination with the District during the first year of this Agreement. The District shall pay the Contractor a fee of $3.00 per vehicle, per day, to compensate for this service. This fee shall not be charged to the District until the GPS and parent application has been implemented. This fee shall not be subject to the annual rate escalation described in Section H(2) of this Contract. Contractor shall establish the fee for this service on an annual basis (on or around July 1) and District shall, at that time, determine if it elects to continue, modify, or remove this service as part of this Contract.

G. DISTRICT RESPONSIBILITIES

1. District shall keep student information in its student information system current so that the Contractor (through nightly downloads) can promptly execute any transportation changes necessary due to student address changes or new student enrollments.
2. District shall supply the Contractor with District calendars, Bus Intervention Report forms, and District transportation policies and procedures. District is responsible for maintaining any up-to-date transportation information that the District wants on its website.
3. District shall pay for one (1) mock school day in August of each School Year, at the rates established in Appendix A, so that all school routes and shuttles can be thoroughly vetted and subsequently corrected before route information is communicated to parents. Test drives and the mock school day must occur during similar times and under similar conditions as apply to the route(s) ultimately run. All testing must occur before communication is sent to parents regarding pickup and drop off times. The one (1) mock school day shall count towards the Guaranteed Minimum.
4. District shall provide all students with written student bus behavior expectations at the beginning of each school year. District administration is responsible for addressing all student discipline concerns reported by Contractor.
5. Whenever the District finds it necessary, bus passes will be issued on routes to help identify eligible student riders. Drivers on those routes shall be required to check the bus passes daily to ensure that only eligible students are riding the bus.
6. District shall provide, at its sole discretion and cost, positive behavior intervention support or similar student behavior training to drivers, monitors, and other Contractor staff. District shall identify the Contractor's staff who are expected to participate in said training.
7. District shall provide, as soon as available to the District, a listing of all starting and ending times for public and private schools for the next school year.
8. School cancellations because of weather conditions will be mutually discussed between Contractor and District. Contractor shall be responsible for monitoring road conditions. The final decision to close school will be made by the District's Superintendent.
9. District does not assume liability for Contractor's equipment, but District will cooperate to the fullest extent in identifying students suspected of vandalism on the buses.

H. COMPENSATION

1. Payments to the Contractor by the District under this Contract shall be based on rates established in Appendix A.

2. For any subsequent years should this Contract be renewed for any additional one-year term(s), adjustments to rates in Appendix A for the next succeeding School Year shall be calculated utilizing a three-month average for January-March of the annual variation of the Consumer Price Index, all urban consumers, all items, US city average, plus one percent.
3. For fuel costs, a base fuel index rate of $2.17 per gallon for diesel fuel is established and will be measured monthly at the time of invoicing against the Contractor's actual invoices, excluding federal excise taxes. Contractor has an obligation to obtain the lowest fuel price possible.
4. Prior to the start of each school year in August, District shall make a pre-payment for services for that school year equal to 10% of the average annual contract amount that shall be applied to the final month's transportation invoice during that School Year.
5. Curricular, co-curricular, and field trips:
    a. Contractor shall provide yellow school buses for the District's curricular, co-curricular, and field trips both during school hours and/or extended beyond school hours or on non-school days.
    b. All curricular, co-curricular, and field trips will be scheduled directly between the District Program Coordinator and Contractor. The District will provide a minimum of two weeks' notice whenever possible for all trips.
    c. Invoices and payment for all curricular, co-curricular, and field trips shall be handled according to Section C of this Contract.
    d. In the event a curricular, co-curricular, or field trip is cancelled by District without providing the Contractor at least two (2) hours' notice, Contractor may bill District a $50.00 cancellation fee for each bus scheduled for said trip.

I. COMPUTERIZED ROUTING AND SCHEDULING REQUIREMENTS

1. District is responsible for uploading student information additions and changes for any new or alternate transportation requirements. Address changes will be held from three (3) days following the route schedule release by Contractor and until ten (10) school days have elapsed following the first day of school so that beginning of year routes may be solidified. As soon as possible after school starts, late address changes will be processed at the contractor's earliest convenience, but no longer than ten (10) school days from the first day of school. Contractor is responsible for communicating any new routing changes to the District and respective family(s) via upload into the District's student information system.
2. Contractor is responsible for keeping routing information up-to-date and accurate.

3. Contractor will own and pay for the transportation routing software used to schedule and optimize routes.
4. Contractor shall furnish all additional software, hardware, and training necessary for Contractor's staff to proficiently operate all software used in the transportation operation.

J. STUDENT DATA SECURITY AND CONFIDENTIAL INFORMATION; PUBLIC RECORDS

District shall provide Contractor with such student specific information as the District may consider reasonably necessary and appropriate for Contractor's employees to perform their duties under this Contract. This includes student and parent/guardian name, address, and phone number, and, for example, allergy information and any accommodations for transportation that are required as a result of student's special needs. In such cases, Contractor shall be deemed a "school official" pursuant to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99 (collectively "FERPA"), Wisconsin's Pupil Records Law, Wis. Stat. § 118.125, and applicable District policy, and Contractor shall maintain the confidentiality of such information and only disclose such student specific information in accordance with FERPA and the Pupil Records Law.

Notwithstanding any other provision of this Agreement, the parties understand and acknowledge that the District is subject to Wisconsin's Public Records Law, Wis. Stat. § 19.21 et seq., that nothing in this Agreement shall prevent the District from meeting its obligations thereunder, and that Contractor will reasonably assist the District in complying with said law as needed.

K. CONTRACT AMENDMENT FOR EQUIPMENT MODIFICATIONS

District and Contractor agree that the prices contained in this Contract do not reflect vehicle or equipment modifications or new requirements that may be imposed during the duration of this Contract. In the event the state or federal government imposes equipment modifications or other requirements on school buses or in the event that District or any governmental agency imposes additional vehicle or equipment requirements other than those set forth above on Contractor's vehicles during the term of this Contract, the Parties will negotiate in good faith to determine the most effective way to meet the requirements and cover the cost.

L. INSURANCE

1. Contractor shall at all times provide and pay for liability, property damage, medical coverage, underinsured motorist, and uninsured motorist insurance for all vehicles that it operates in compliance with all requirements of Wisconsin state law. Contractor shall provide the following minimum coverage:

    a. $5,000,000 - Combined single limit – public liability and property damage
    b. $5,000 – Medical payments per person

2. Contractor shall supply the District with a Certificate of Insurance, showing proof of insurance coverage that meets all requirements as set forth herein, on an annual basis or any time a modification is made to any insurance provision.
3. All policies shall provide that District shall immediately receive any notice of cancellation for such policies.

M. INDEMNIFICATION

1. Contractor shall defend, indemnify, and hold harmless the District, its board, officers, agents, and employees from and against any and all claims, suits, losses, liabilities, damages, penalties, expenses or fees, including, without limitation, reasonable attorney fees and court or arbitration costs, arising out of or resulting from any acts or omissions of Contractor, its subcontractors, agents, or employees.
2. District shall defend, indemnify, and hold harmless the Contractor, its officers, agents, and employees from and against any and all claims, suit, loss, liability, damage, penalty, expense or fee, including, without limitation, reasonable attorney fees and court or arbitration costs, arising out of or resulting from any acts or omissions of District, its board, officers, subcontractors, agents, or employees.

N. TERMINATION FOR CAUSE

In the event the Contractor fails to carry out the terms, conditions, or specifications of this Contract to the satisfaction of the District (defined as a standard of a reasonable person/parent), the District shall provide written notice to the Contractor of areas needing to be cured. Contractor has the responsibility to cure the deficiency identified in the notice to the satisfaction of the District within thirty (30) calendar days. If the District is not satisfied at the end of the thirty (30) calendar day cure period, the District reserves the right to terminate this Contract. District shall provide thirty (30) calendar days'

written notice of the termination date to Contractor. Termination under this section will be at the sole discretion of District.

O. BREACH OF CONTRACT

If either Party violates any of the terms of this Contract, such violation shall entitle the other party to terminate this Contract according to the procedure herein. If a violation occurs, the party desiring to terminate shall give the offending party written notice of the breach of contract. Upon receiving such notice, the offending party has thirty (30) calendar days to cure the breach of contract to the satisfaction of the party that desires to terminate. If the breach of contract is not cured within thirty (30) calendar days, is incapable of cure, or if cure is not being diligently pursued, the party desiring to terminate shall give the offending party thirty (30) calendar days' written notice, and if at the end of such time, the offending party has not removed the cause of the complaint or remedied the purported breach of contract, then this Contract shall be deemed terminated on the last day of such period.

P. ASSIGNMENT

Contractor shall not assign or sublet this Contract, in whole or in part, without the prior written consent of the District, which may be granted or withheld in District's sole discretion. In the event the ownership of the Contractor is acquired, transferred, or altered, Contractor shall immediately provide notice to District, and the District has the right at any time thereafter to terminate this Contract with ninety (90) calendar days' written notice.

Q. ENTIRE AGREEMENT

This Contract, along with any Appendices attached hereto, encompasses the entire agreement of the Parties, and supersedes all previous understandings and agreements between the Parties, whether oral or written. Any subsequent amendments must be in writing and mutually agreed upon by both Parties.

R. NOTICES

All notices to be given by the Parties to this Contract will be in writing and served by certified mail or e-mail. Notices to the District shall be addressed to:

Hustisford School District
845 S Lake Street
Hustisford, WI 53034
bugnackit@hustisford.k12.wi.us

Notices to Contractor will be addressed to:

Go Riteway Transportation Group
Attn: Vice President of Operations
6970 S 6th Street
Oak Creek, WI 53154
nate.hamilton@goriteway.com

If either party's principal place of business changes, the new address will be used for subsequent notice communications.

S. FORCE MAJEURE

Neither Party shall be liable or responsible to the other Party, nor be deemed to have defaulted under or breached this Contract, for any failure or delay in fulfilling any term of this Contract due to an act of God, governmental rules or regulations, advisories, guidelines, or quarantine, including epidemic, pandemic, or disease in the region in which the District is located, civil disturbance, riot, war, fire, flood, picketing, strike, labor disturbance, government action, terrorism, or any other cause, condition, or circumstance beyond the Parties' control, until such cause, condition, or circumstance has subsided or ceased.

T. SEVERABILITY

If any term of this Contract is held to be invalid or unenforceable by operation of law or by any tribunal of competent jurisdiction, such invalidity shall have no effect upon the remainder of the terms of this Contract.

U. GOVERNING LAW

This Contract, including its interpretation and enforcement, as well as any disputes arising from or connected with it will be construed and governed under the laws of the State of Wisconsin.

V. COUNTERPARTS

This Contract may be executed in counterparts, all of which taken together shall constitute a single agreement.

The undersigned, by executing this Contract, represent that they are authorized to enter into this Contract.

Todd Bugnacki Interim Superintendent Hustisford School District	Date
Robert Zanotti President & CEO GO Riteway Transportation Group	Date

APPENDIX A
HUSTISFORD SCHOOL DISTRICT
CONTRACTED STUDENT TRANSPORTATION
2026-27 SCHOOL YEAR

REGULAR EDUCATION BUS RATES	
Cost per bus per day (AM & PM route)	$353.84
NOON (4K AND/OR EC) ROUTES BUS RATES	
Cost per route per day	$87.67
SPECIAL NEEDS BUS RATES	
Cost per bus per day (AM & PM route)	$353.84
SUMMER SCHOOL BUS RATES	
Cost per bus per day (AM & PM route)	$291.45
CURRICULAR, CO-CURRICULAR, & FIELD TRIP RATES	
Cost per mile	$1.68
Cost per hour	$29.50
Minimum Trip Charge (not conflicting with AM/PM routes)	$87.67
Minimum Trip Charge (conflicting with AM/PM routes)	$246.25

Route rates apply to in-district transportation or transportation to and from Dodgeland School District as requested by the district. Any route transportation that transports students outside of the current scope of work would be quoted at the time of service. Buses that are AM or PM only would be charged at 80% of the daily rate.

DRAFT School Board Resolution Ordering Dissolution

WHEREAS, a meeting of the school board of the Hustisford School District was held on June 15, 2026, and

WHEREAS, the School Board of the Hustisford School District is authorized under Wis. Stat. §117.10(1) to consider the dissolution of the Hustisford School District; and

WHEREAS, on April 29, 2026, the School Board adopted a resolution stating that it would consider dissolution of the Hustisford School District and subsequently filed a certified copy of that resolution with the School District Boundary Appeal Board pursuant to Wis. Stat. §117.10(1); and

WHEREAS, the School Board has reviewed the educational, financial, geographic, and community impacts of dissolution and has determined that dissolution of the Hustisford School District is in the best interests of the pupils, the taxpayers, and the community served by the district;

NOW, THEREFORE, BE IT RESOLVED, by the School Board of the Hustisford School District, as follows:

1. Pursuant to Wis. Stat. §117.10(2), the School Board hereby orders the dissolution of the Hustisford School District.

2. The School Board does not direct the holding of an advisory referendum on the dissolution. The School Board acknowledges that, in accordance with Wis. Stat. §117.10(3), an advisory referendum must be held if before the 2nd Tuesday of September following the adoption of this resolution, a petition conforming to the requirements of Wis. Stat. §8.40 requesting an advisory referendum, signed by at least 10 percent of the electors who reside in the affected school district, is filed with the School District Clerk.

3. The dissolution of the Hustisford School District shall take effect on July 1, 2027, subject to affirmation by the School District Boundary Appeal Board pursuant to Wis. Stat. §117.10(4).

4. This resolution ordering dissolution identifies and describes the territory, assets, and liabilities of the Hustisford School District in accordance with Wis. Stat. §117.17(1)(b) and a statement analyzing the criteria for school district reorganizations under Wis. Stat. §117.15, as set forth in the attached exhibits.

5. Upon affirmation by the School District Boundary Appeal Board, all territory, assets, liabilities, and obligations of the Hustisford School District shall be assigned and transferred to the receiving school district or districts, under the authority and direction of the School District Boundary Appeal Board, as provided in Wis. Stats. §§117.10(4) and 117.17.

6. The School District Clerk is directed to file a certified copy of this resolution with the Secretary of the School District Boundary Appeal Board and to transmit certified copies of this resolution to the clerk of each city, village, town, or county within which any part of the Hustisford School District is located, as required by Wis. Stat. §117.17(2).

Adopted this _____day of _____, 2026, by the School Board of the Hustisford School District.

_____, Clerk

Hustisford School District

HUSTISFORD SCHOOL DISTRICT
Closed School Board Meeting Minutes
May 19, 2026

Board Members Present: Steve Weinheimer, Tracy Malterer, Jamie Kulkee, Kevin Muche, Jay Huncosky, Tim Simmons, Nate Dorn.

Others Present: Jim Carroll, Todd Bugnacki, Nicole Feucht

Closed Session

Motion to adjourn into closed session:

> Pursuant to Wis. Stats. Section 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, administration duties and assignments for the 2026-27 school year.
>
> Pursuant to Wis. Stats. Section 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
>
> Pursuant to Wis. Stats. Section 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stats. Section 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Call to Order

It is anticipated that the Board may reconvene into Open Session and may take action on one or more of the Closed Session items, one of which will be to approve the Closed Session Minutes of April 29, 2026.

Meeting called to order by Steve Weinheimer at 7:53 p.m.

1. Discussion pursuant to Wis. Stats. Section 19.85(1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; specifically, administration duties and assignments for the 2026-27 school year.
2. Discussion pursuant to Wis. Stats. Section 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.
3. Discussion Pursuant to Wis. Stats. Section 19.85(1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and pursuant to Wis. Stats. Section 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral

or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

4. Motion made by Jay Huncosky and seconded by Nate Dorn to return to open session at 8:43 p.m.

   Motion passed voice vote 7 - 0.

5. Motion to approve the Closed Session Meeting minutes from April 29, 2026 was made by Nate Dorn and seconded by Tim Simmons.

   Motion passed 7 - 0.

6. Motion made by Jamie Kulkee and seconded by Nate Dorn to adjourn at 8:44 p.m.

   Motion passed voice vote 7 - 0.

Jamie Kulkee — School Board Clerk
Approved June 15, 2026