



**AGENDA**

***Business Services Committee***

John Benbow, Jr., Chairman  
Katherine Bielski-Medina, Member  
Julie Timm, Member  
John A. Krings, President

**December 5, 2022**

LOCATION: Board of Education Office, 510 Peach Street, Wisconsin Rapids, WI 54494  
Conference Room C

TIME: Immediately following the Educational Services Committee Meeting, but not before 6:15 p.m.

- I. Call to Order
- II. Public Comment

Persons who wish to address members of the Committee may make a statement pertaining to a specific agenda item. The Committee Chair will establish limits for speakers due to time constraints. Comments made by the public shall be civil in content and tone. Speakers bear the personal risk if comments made are defamatory, slanderous, or otherwise harmful to another individual. Please keep in mind that this is a Committee meeting of the Board open to the public, and not a public hearing.

- III. Actionable Items
  - A. WoodTrust Bank Credit Card - Approval
  - B. Student Transportation Policy Revision First Reading – Approval
  - C. Computer Monitor Purchase - Approval
- IV. Updates and Reports
  - A. Purchases – Update
- V. Agenda Items
- VI. Future Agenda Items

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board president.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda **however, no deliberation or action will be taken by other Committees or the full Board of Education.**





**BACKGROUND**

***Business Services Committee***

John Benbow, Jr., Chairman  
Katherine Bielski-Medina, Member  
Julie Timm, Member  
John A. Krings, President

**December 5, 2022**

LOCATION: Board of Education Office, 510 Peach Street, Wisconsin Rapids, WI 54494  
Conference Room C

TIME: Immediately following the Educational Services Committee Meeting, but not before 6:15 p.m.

I. Call to Order

II. Public Comment

III. Actionable Items

A. WoodTrust Bank Credit Card – Approval

The School District of Wisconsin Rapids currently has a credit card account with WoodTrust Bank with a single card issued to Lincoln High School. We have many situations where it would be helpful for the Lincoln High School Athletic Director to have their own activities credit card. The card would be used for conference registrations, online orders, etc.

The Administration recommends a second credit card with WoodTrust Bank for the Lincoln High School Athletic Director. This credit card would have a limit of \$5,000.00 and increase the total credit limit for Lincoln High School to \$20,000.00.

B. Student Transportation Policy Revision First Reading – Approval

With the recent transportation route optimization project concluded and with the successful transition to lower the bus route eligibility provision for elementary students to .5 miles from their home residence, all transportation policies have been reviewed. The following Board policies are being recommended for first reading approval and included as Attachments “A” through “T”:

- Policy 352 Field Trips (Attachment A)
- Policy 352 Rule – Field Trip Planning Criteria (Attachment B)
- Policy 352 Exhibit 1 – Parent/Guardian Permission and Field Trip Form (Attachment C)
- Policy 352 Exhibit 2 – Student Travel Release (note – this is new) (Attachment D)
- Policy 443.2 – Student Conduct on School Buses (Attachment E)
- Policy 443.2 Rule – Bus Conduct (Attachment F)
- Policy 723.1 Rule – Emergency School Closing Procedures (Attachment G)
- Policy 751 Student Transportation (Attachment H)
- Policy 751 Rule – Transportation Guidelines (Attachment I)
- Policy 751.1 Bus Routing and Scheduling (Attachment J)
- Policy 751.1 Rule – Bus Routing and Scheduling Guidelines (Attachment K)
- Policy 751.2 Bus Safety Program (Attachment L)
- Policy 751.2 Rule – Bus Safety Procedures (Attachment M)
- Policy 751.21 Use of Electronic Surveillance Technology on School Bus (Attachment N)

- Policy 751.3 Transportation to School-Related Events (Attachment O)
- Policy 751.3 Rule – Guidelines for Transportation to School-Related Events (Attachment P)
- Policy 751.5 Use of Private Vehicles to Transport Students (Attachment Q)
- Policy 751.5 Rule – Guidelines for Use of Private Vehicles to Transport Students (Attachment R)
- Policy 752 Use of District Owned Vehicles (Attachment S)
- Policy 752 Rule – Guidelines for Use of District-Owned Vehicles (Attachment T)

The Administration recommends approval of Board Policies: 352, 352 Rule, 352 Exhibit 1, 352 Exhibit 2, 443.2, 443.2 Rule, 723.1 Rule, 751, 751 Rule, 751.1, 751.1 Rule, 751.2, 751.2 Rule, 751.21, 751.3, 751.3 Rule, 751.5, 751.5 Rule, 752, and 752 Rule, all for first reading.

#### C. Computer Monitor Purchase - Approval

The Technology Department has replaced older generation computer monitors across the district and in preparation for teacher workstation upgrades later in the year, will also need to replace the older teacher monitors. The District has purchased 24-inch BenQ computer monitors with built-in speakers in the past and that model is still available for purchase today. A purchase of an additional 400 monitors would replace almost all of our remaining older monitors. (see attachment U).

The Administration recommends the purchase of 400 BenQ 24-inch computer monitors from CDWG at a total cost of \$47,828.00 to be funded from the 2022-23 Technology Referendum Budget.

#### IV. Updates and Reports

##### A. Purchases – Update

Copies of the following invoices, bid specs, and purchase orders will be reviewed:

- General Communications, Inc - \$22,992.00 - Radio Equipment - Technology
- Miron - \$1,923,213.39 - Lincoln – Referendum
- Miron - \$98,137.89 - RC, WRAMS, Grove, Wood, Pitsch – Referendum
- Miron - \$601,740.44 - Grant, Howe & Wash – Referendum
- Miron - \$618,710.11 - Think & Mead - Referendum
- PRA - \$24,605.63 - Referendum

#### V. Agenda Items

Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

#### VI. Future Agenda Items

No future agenda items of the Business Services Committee were identified.

### 352 FIELD TRIPS

The Board encourages and sanctions student trips or out-of-district school activities, including participation in interscholastic events, at the discretion of the professional staff, which are of value in helping achieve the district's educational objectives.

The school staff, under the direction of the administration, shall take all reasonable and prudent steps to safeguard the physical and educational welfare of participating students. The administration may place restrictions upon a student's participation. Students participating in student trips other than out-of-district activities are required to behave in a manner which is consistent with policies and rules governing student conduct.

Arrangements for transportation are the responsibility of the building principal.

Expenses for transportation may be fully or in part paid for by parent organizations or individual students. Arrangements for the handling of expenses associated with field trip transportation shall be made in advance and approved by the building principal.

The scheduling of field trips shall be the responsibility of the building principal.

LEGAL REF.: Sections 121.54(7) Wisconsin Statutes  
895.437

CROSS REF.: 352-Rule, Field Trip Planning Criteria  
352-Exhibit 1, Parent/Guardian Permission Form  
352 – Exhibit 2, Student Travel Release  
751.3, Transportation to School-Related Events  
~~WREA Agreement~~

APPROVED: November 11, 1974

REVISED: April 9, 2001  
TBD

### **352-RULE FIELD TRIP PLANNING CRITERIA**

Before a particular field trip is discussed with students, the professional staff should develop and discuss plans with building administration, and obtain authorization to proceed with the plans.

Arrangements for the trip, such as contacting persons in charge of the site, transportation and collection of parental consent forms, are to be made by the classroom teacher.

A field trip is of significant educational value if both the quality and quantity of the educational experience provided surpasses that which could be experienced in the classroom setting.

Criteria for proposed field trips:

1. Field trips will be considered instruction and aligned with curricular objectives and state standards.
2. Instructional activities, which will precede and follow the field trip must be identified.
3. Expenses associated with the field trip shall be approved by administration.
4. The educational value of the trip should warrant the time consumed in travel and at the site, and this trip should provide educational experiences, which cannot be provided by other means.
5. Safety and environmental influences are factors to be considered. The number of chaperones required shall be appropriate to the age, grade level, and maturity of the students involved, and shall be determined by administration. A first aid kit must be obtained prior to departure. The classroom teacher must be in possession of the parent/guardian consent forms at all times during the field trip.
6. An alternate educational experience and proper supervision will be supplied for any students whose parents do not wish them to participate in a field trip.

APPROVED: November 11, 1974

REVISED: May 10, 1999  
April 9, 2001  
**TBD – Review only, no change**

**352 EXHIBIT 1 PARENT/GUARDIAN PERMISSION & FIELD TRIP FORM**

Parent/Guardian Permission & Field Trip Form

Teacher/s: \_\_\_\_\_ Grade/Dept: \_\_\_\_\_

Destination: \_\_\_\_\_

Date/Day of Trip: \_\_\_\_\_ Cost: \_\_\_\_\_

Checks made out to: \_\_\_\_\_

Departure time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Type of transportation: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Curricular objectives/state standards that will be met or enhanced by this trip:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pre/Post activities which will support the field trip:

\_\_\_\_\_  
\_\_\_\_\_

Teacher Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Medical/health concerns which school personnel should be aware of: (Please specify) _____ Student Name: _____ Date: _____ Signature of Parent/Guardian: _____ In the event of sudden illness or injury, I understand that medical care will be obtained if available. Phone me at: _____.
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**Reviewed – No Change 12-12-22**

**352 EXHIBIT 2 STUDENT TRAVEL RELEASE**

This is to certify that \_\_\_\_\_ has my permission to drive to/from  
*(Student Name – Please Print)*

\_\_\_\_\_ on \_\_\_\_\_  
*(List Activity) (Date of Activity)*

to/from \_\_\_\_\_  
*(Location of Activity)*

Please check the appropriate statement:

My student may drive him/herself. They must provide the office with a copy of their Driver’s License and proof of insurance before the date of the field trip. My student understands acceptable driving behavior. My student understands that if approved by a parent or guardian, they may only take one additional student in their vehicle.

My student will procure their own transportation with a non-student.  
\_\_\_\_\_ (Name of Adult Driver)

My student may ride with another LHS student.  
\_\_\_\_\_ (Name of Student Driver)

- I understand that Lincoln High School requires that students ride the buses/school vans to and from all activity events/field trips and a departure from this requirement will release the Wisconsin Rapids Public Schools from all liability for any adverse results that may occur.
- My student understands the responsibilities and acceptable behaviors of driving themselves or others.
- I agree to release the Wisconsin Rapids Public Schools and its employees and officers from all liability with reference to the above stated transportation.
- This form must be on file in the main office 48 hours prior to the dismissal of school on the day of the activity.

By signing below, you are agreeing to the above guidelines.

Parent Name: \_\_\_\_\_  
*(Please Print)*

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Emergency Contact Name and Number: \_\_\_\_\_

Approved: **TBD**



## **443.2 STUDENT CONDUCT ON SCHOOL BUSES**

Parents/guardians and students must realize that the school bus is an extension of the classroom. The bus driver, as the teacher in the classroom, has the responsibility for the safety and welfare of the student while under his/her charge.

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike should be informed that misbehavior will not be tolerated. Students who misbehave on the school bus can be suspended from riding the school bus, in accordance with established procedures.

LEGAL REF.: Wis. Stat. Sections      101.123  
   120.12(20)  
   120.13(1)  
   120.44  
   121.52(2)

CROSS REF.: 443.2-Rule, Guidelines for Student Conduct on School Buses  
751.21, Use of Video Cameras on the School Bus

APPROVED: September 11, 1978

REVISED: August 13, 2001  
February 8, 2016  
**TBD – review only – no change**

## **443.2 RULE      BUS CONDUCT**

The following guidelines have been developed for all school-sponsored activities and for the protection and safety of all involved.

### **Parent Responsibilities**

1. Students will ride on assigned buses. Parents must request, in writing, an exception from this rule. Requests shall be made to the designated staff person in charge of the transportation.
2. Students will board and disembark from their assigned bus as designated unless written permission from the designated staff person at the school is granted to be let off at other than the regular stop. The bus driver must be presented with a school issued bus pass in order to accommodate a request. Parents will assume the responsibility of the child when such a request is made and granted.
3. Parents are encouraged to contact the respective school official regarding any problems with school bus transportation. It is imperative that parents, school officials, and bus drivers work cooperatively together to solve any problems, thus providing a safe ride for all.

### **Student Responsibilities**

1. Before loading –
  - a. Be on time at the designated school bus stops. Help keep the bus on schedule.
  - b. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
  - c. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single-file manner. Do not rush to get on the bus.
  - d. Be courteous. Don't take advantage of younger children in order to get a seat.
  - e. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
  - f. Use the handrail and watch your step when boarding the bus.

While on the bus –

- a. Keep hands and head inside the bus at all times. Food may not be eaten on the bus.
- b. Remember, loud talking and laughing or other behavior that creates unnecessary confusion diverts the driver's attention and may result in a serious accident.
- c. Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender or person assigned to that seat.
- d. A musical instrument will be allowed on the bus if the case can be held on the student's lap or between that student's legs. They MAY NOT be in the aisle.
- e. No pets allowed on the bus at any time.

- f. Never tamper with the bus or any of its equipment.
- g. Leave no books, technology equipment, lunches or other articles on the bus.
- h. Keep books, packages, coats and all other objects out of the aisles.
- i. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- j. Do not throw anything out of the bus window. Windows are not to be opened unless authorized by the bus driver.
- k. Smoking and/or the use, possession, or transfer of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products is prohibited.
- l. Possession of a controlled substance is prohibited.
- m. Always remain in your seats while the bus is in motion. No standing up or changing seats.
- n. Always be courteous to fellow pupils, the bus driver, and to passers-by.
- o. Keep quiet when approaching a railroad crossing stop.
- p. The driver will not discharge a rider at places other than the regular bus stops unless the student presents the driver with a bus pass obtained from a school official.
- q. Only regular riders are allowed to ride the bus; no other students will be permitted on the bus unless a bus pass is obtained from a school official and presented to the bus driver.
- r. In the event of inclement weather, announcements will be made through the District webpage and notification alert systems such as Nixle and/or Skylert, as well as via news media outlets.
- s. Obey all rules listed by your school bus driver.
- t. Dangerous articles such as lighters, matches, weapons including but not limited to firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute are prohibited.

After leaving the bus –

- a. Students should wait for a signal from the driver prior to crossing the road, and then cross the road at least 10 feet in front of the bus.
- b. Never walk behind the rear of the bus.
- c. If you can touch the bus after unloading, you are too close and are in potential danger.
- d. Help look after the safety and comfort of small children.

## **Student Control on Buses**

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents alike should be informed that misbehavior will not be tolerated. Students who misbehave on the school bus can be suspended from riding their school bus. The following procedures will be followed by the bus company and school officials when appropriate. It is of course possible that a student may have to be removed immediately for the safety of all involved. If and when this should happen, the bus driver shall contact the bus company who will contact law enforcement to pick the student up and release them to the parent or legal guardian.

### **Steps in General Concerning Student Control on School Buses**

1. The driver will first attempt to talk with the student individually whenever possible to resolve a problem. A description of the problem may be written up at this time, provided to the bus company, and forwarded to the building principal.
2. If talking with the student should prove ineffective, the student may be assigned to a specific seat by the driver for a period of time. The building principal will be notified of assigned seats and inform the appropriate school official.
3. If #1 and #2 have been tried unsuccessfully and the problem continues, the parent and/or school shall be contacted for further disciplinary action.
4. For serious infractions, steps #1, #2, and #3 can be eliminated.

### **Steps and Action in Revoking a Student's Riding Privilege**

1. The following behaviors may merit suspensions from riding the school bus. Such suspensions will be determined by the respective school officials.
  - a. Insubordination: Defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
  - b. Violations of policies on smoking, drugs, and alcohol: Defined to mean any act leading to or participating in these activities.
  - c. Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
  - d. Profane Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable.
  - e. Destruction of the Bus: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus facilities.
  - f. Repeated Offenders: Defined to mean students who have been referred for minor infractions of bus safety not less than once nor more than three times inclusively.
  - g. Bringing Dangerous Articles on to the Bus: Defined to mean items such as lighters, matches, weapons including but not limited to firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute.

2. The following suspension guidelines may be followed for students who have their bus riding privilege revoked. The parents will be contacted by the school principal whenever a bus riding suspension is involved.

Recommended Steps:

- 1<sup>st</sup> offense: warning/parent contact
- 2<sup>nd</sup> offense: final warning/parent contact
- 3<sup>rd</sup> offense: 3 to 5 day suspension
- 4<sup>th</sup> offense: 5 day suspension
- 5<sup>th</sup> offense: expulsion from riding the bus

In extreme cases, a decision will be made to terminate bus transportation immediately. This decision will be made after discussions have been held between school district officials and the bus company. Parent contact will be made in these situations.

### **Bus Company Guidelines**

1. The bus driver is responsible for discipline on the bus.
2. The bus company may, in extreme cases of a serious nature, notify law enforcement and have a student removed from the bus.
3. The bus company may (in cases not as serious as #2) contact school district officials to have a student removed from the bus.
4. Drivers shall not refuse a student transportation home after school unless #2 or #3 above are in effect.
5. The bus company is encouraged to talk to students and parents, if necessary, to try to resolve a problem.
6. The bus company is encouraged to meet with school officials, parents, and the student in cases of misbehavior.
7. The bus company may assign students to seats on the bus.
8. Drivers may write misconduct reports on students and turn those reports into the bus company who will forward the reports to the building principal for action.

RULE APPROVED: September 11, 1978

REVISED: August 12, 1996  
August 13, 2001  
June 11, 2007  
March 14, 2016  
February 11, 2019  
**TBD**

## 723.1 Rule EMERGENCY SCHOOL CLOSING PROCEDURES

### School Closing - Cancellation

If bad weather during the night makes it impossible for buses to run in the morning, contact will be made to inform local media outlets, *an electronic notification will be sent to families*, and a message will be posted to the WRPS webpage concerning the closure as early as possible, but in no case later than 6:30 a.m.

### Early Dismissal

1. If bad weather develops during the morning while school is in session, or other issues cause a need for an early school closure, contact regarding the early dismissal will be made to local media outlets and posted to the WRPS webpage by 10:00 a.m. advising parents that their children will be sent home early.
2. Lunches will be served to K-12 students before the K-12 students are dismissed.
3. Buses will run according to the following schedule:

Wisconsin Rapids Area Middle School	12:00 p.m.
Assumption High School	12:10 p.m.
Lincoln High School	12:20 p.m.
Elementary Schools (public and parochial)	1:00 p.m.

River Cities High School - A.M. session 11:00 a.m. (as usual)  
*River Cities High School afternoon and evening sessions will be canceled.*

Early education unit afternoon sessions will be canceled.

Four-Year-Old Morning Kindergarten sessions	10:45 a.m.
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*Four-Year-Old Kindergarten afternoon sessions will be canceled.*

APPROVED: November 11, 1974

REVISED: October 6, 1983  
November 9, 1987  
November 7, 1991  
June 17, 2002  
February 11, 2008  
March 12, 2012  
January 14, 2019  
September 9, 2019  
**TBD**

## 751 STUDENT TRANSPORTATION

The school district will provide transportation for students under provisions of state law and regulations. The superintendent is responsible for administering student transportation services so as to:

1. provide for maximum safety of students.
2. supplement and reinforce desirable student behavior patterns.
3. assist ~~handicapped~~ students with disabilities appropriately.
4. enrich the instructional program through carefully planned field trips as recommended by the staff.

The Board of Education shall provide transportation at District expense for all ~~public and private school~~ eligible secondary level students who live two miles or more from their school of attendance. Eligible elementary level students who live .5 miles or more from their school of attendance will be provided transportation, as well as for students needing transportation due to a disability and for students residing or who reside in areas determined to be unusually hazardous, in accordance with state law and established procedures. Appeals to hazardous areas determinations may be made in accordance with established procedures.

The school district may also provide transportation to students who are not required to be transported, in accordance with established guidelines.

School buses will not be used for non-school purposes, or by non-school groups.

LEGAL REF.: Sections 115.76(5) Wisconsin Statutes  
118.09  
120.10(7)  
120.44  
121.51-121.56

CROSS REF.: 751-Rule, Transportation Guidelines  
751.1, Bus Routing and Scheduling  
~~Pupil Transportation Manual~~

APPROVED: September 8, 1975

REVISED: June 17, 2002  
TBD

## 751-RULE TRANSPORTATION GUIDELINES

### Responsibilities

1. The responsibility for students using school buses rests with students' parent(s)/guardian(s) until the students actually board the bus for school and after the students get off the bus on the return trip.
2. The school district has complete authority over students from the time they board the bus for school and until they leave the bus for home.
3. The bus company has immediate authority over students at all times while being transported to and from school. Discipline problems shall be handled in accordance with established policies and procedures.

### Transportation to Child Care Providers

1. Transportation to and from child-care providers ~~should be in compliance with the Pupil Transportation Manual procedures~~ **will be handled in accordance with established procedures.**
2. No additional buses will be added to accommodate transportation to child-care providers. If the district is required to add students to buses beyond the prescribed vehicle capacity, **Pay-to-Ride** contracts granted under these procedures will be revoked on a "last approved - first revoked" basis with an appropriate refund of fees.
3. Bus routes will be changed if the change is reasonable and will not affect the arrival times at all schools involved.
4. New stops at additional schools will not be allowed for child-care transportation.

### Non-Mandated Transportation

Students who are not required to be transported by the school district may **enter into a "Pay-to-Ride"** contract with the District to ride the school bus **if there is ample room on an established route.**

Application forms must be filled out by all interested parents and will be considered in the order they are received.

Payment must be received with the application and will be paid on a quarterly basis thereafter.

If a parent purchases transportation on a bus route that discontinues a stop at their school of attendance during the year, transportation will be revoked with an appropriate refund of fees.

APPROVED: November 11, 1974

REVISED: February 11, 1991; June 17, 2002; February 8, 2016; **TBD**



## 751.1 BUS ROUTING AND SCHEDULING

Bus routes shall be established on the basis of serving all bus students in the best interests of the group, commensurate with economical operation, and in accordance with established procedures. ~~The Board shall approve all bus routes.~~

Approved bus routes and schedules will be finalized annually prior to the start of the school year and parents will be notified before the opening of school. Routes will be ~~posted~~ **updated as changes take place** throughout the school year as follows: **and families will have access to the changes through their student database account.**

1. ~~In school buses to which they pertain;~~
2. ~~In the principal's office of each school for buses servicing that school;~~
3. ~~In the transportation services office; and~~
4. ~~In the office of the bus contractor for all routes assigned to that contractor.~~

When permanent changes in routing or scheduling become necessary during the school year, parents of the students affected will be notified before the change is placed into effect. This requirement does not apply to temporary changes made necessary by exigencies of weather, construction, or other irregularities interrupting normal service.

LEGAL REF.: Sections 121.54 Wisconsin Statutes  
121.56

CROSS REF.: 751.1-Rule, Bus Routing and Scheduling Guidelines  
723.1, Emergency School Closings

APPROVED: November 11, 1974

REVISED: June 17, 2002  
**TBD**

## 751.1-Rule BUS ROUTING AND SCHEDULING GUIDELINES

### Routes

1. Where feasible, there shall be separate routes for bus students in pre-kindergarten through grades 6 5 and students in ~~junior~~ middle and senior high school.
2. Bus drivers shall follow the prescribed routes exactly unless such routes are officially changed or unless, because some students do not ride, the route can be shortened temporarily.
  - a. Bus drivers will not permit debarkation at any point between embarkation and the schools they service.
3. Buses may negotiate driveways to pick up and discharge students on special needs buses, where feasible and determined necessary by the Director of support services Transportation or his/her designee.
4. Buses shall not go into any driveway to pick up and discharge students in grades pre-K-12, excepting at the end of a route where it is deemed feasible and desirable to do so. Such determination shall be made by the transportation services office.
5. Generally, students shall be returned home in the most efficient manner possible. ~~same order that they board the bus in the mornings, except where the first student picked up lives a greater distance from school than others and a more or less directly traveled route will make it possible to discharge earlier some passengers who live closer to school.~~
6. When unforeseen circumstances may necessitate a temporary change in bus routes and there is not time to consult with school authorities, the drivers shall contact the bus contractor by two-way radio to make such decisions as are best for the health and safety of the students.

### Time Schedules

1. Estimated schedules shall be provided each bus student prior to the start of school each year through the student database management system. These will be adjusted as actual practice requires. No student shall be left behind by the bus if he/she is ready by the scheduled time. Conversely, the bus shall not wait for tardy students.
2. Bus routes for students in grades preK-12 will be scheduled, if possible, for a ride of no more than one hour for any student on any one trip.

APPROVED: November 11, 1974

REVISED: June 17, 2002  
TBD

## 751.2 BUS SAFETY PROGRAM

The safety of school bus passengers is the most important part of school bus operation. Efficient and effective use of school buses is the most important factor in achieving this purpose.

The bus driver is responsible for the safety and discipline of students when students are loading or unloading at points not immediately adjacent to the school and while in transit and is expected to exercise good judgment on all matters involving safe transportation.

~~A school bus patrol may be organized to assist the bus driver. Bus patrol students will be selected by the individual bus drivers to assist in emergency procedures.~~

Buses will run whenever and wherever weather permits. In the event of inclement weather, announcements will be made on the local radio station as to whether or not buses will operate.

Accident prevention and emergency response procedures shall be established.

LEGAL REF.: Section 121.54(1) Wisconsin Statutes

CROSS REF.: 751.2-Rule, Bus Safety Procedures  
443.2-Rule, Guidelines for Student Conduct on School Buses  
723.1, Emergency School Closings

APPROVED: November 11, 1974

REVISED: June 17, 2002  
TBD

## 751.2-Rule BUS SAFETY PROCEDURES

### Bus Driver Safety Duties

1. Complaints on road conditions should be made to the bus contractor and forwarded to the Director of ~~support services~~ Transportation or his/her designee.
2. License numbers of cars whose drivers violate the "School Bus Passing" law should be referred to the county or state traffic patrol.
3. The bus driver is in charge of student conduct during such time that students are traveling on his/her bus or crossing the highway to meet the bus or upon leaving the bus. Students who refuse to obey the directions of the bus driver or ~~a member of school bus patrol~~ bus aides, or students who habitually violate the safety rules should be reported in accordance with established procedures.
4. Emergency Duties
  - a. Bring the bus to a stop.
  - b. Apply the emergency brake.
  - c. Call base station on two-way radio.
  - d. Turn off the ignition.
  - e. Stay in the bus, and open the front door.
  - f. Direct and supervise the ~~patrol members~~ bus riders.
  - g. ~~Direct the patrol members to~~ Carry out emergency procedures as necessary.
  - h. Supervise evacuation of bus riders.

### School Bus Patrol

- ~~1. A student(s) may be selected by the individual bus driver to act as a school bus patrol member.~~
- ~~2. School bus patrol members should act under the direction or consent of the bus driver, unless the driver is physically or emotionally unable to give instruction.~~
- ~~3. Bus patrol members serve as aides in properly safeguarding bus riders during emergency situations.~~

—Duties may include:

- ~~a. Set out flags, flares, and/or reflectors 100 feet to the front and rear of the bus. The third reflector goes ten feet behind the bus.~~
- ~~b. Take telephone number card to the nearest phone and call the listed numbers as needed.~~
- ~~c. Open emergency door when directed by the driver.~~
- ~~d. Assist with unloading at the front and rear.~~
- ~~e. Caution bus riders to be aware of traffic hazards.~~
- ~~f. Direct bus riders to a place away from the bus.~~

### Preparation for Emergencies

- ~~1. An easily recognized mark on the ceiling of the bus interior should be placed slightly to the rear of center to indicate the direction of exit. Patrol members can also be placed in the center seats to help in this manner.~~
- ~~2. 1. One scheduled school bus evacuation drill each year is required in grades preK-6 5 for every student attending school. This drill simulates actual emergency situations, and is carried out by the bus companies at a school-loading zone. Students are instructed in emergency and evacuation procedures.~~
- ~~3. 2. Each bus is required to have the following emergency items: flags, flares, reflectors, fire extinguishers and first aid kit.~~
- ~~4. 3. Each bus, whether under contract or owned by the school district, ~~should carry telephone number cards and~~ will have two-way radios. These two-way radios are to be used in case of accident or other emergency.~~
  - ~~a. Telephone cards are to contain the names and numbers of persons who can be called in case of an accident, or other emergency. There should be at least three numbers provided, listed as first, second, and third choice.~~
  - ~~(1) Arrangements should be made to have the first person contacted pass on the request for assistance, when necessary.~~
  - ~~b. Additional information which can be used by the bus patrol in securing emergency aid, including wrecker, fire department, doctors, ambulances, rescue squads, local, county and state police should be included on the card.~~
  - ~~c. A copy of the card will be fastened in a packet above the steps leading into the front of the bus. Extra copies can be kept in the glove compartment, so the patrol member can take one when he/she goes for help.~~

## Bus Accident

In case of a bus accident in which the bus driver is not injured *the bus driver shall:*, ~~the driver, patrol members and bus riders remain in an assigned safe area until help arrives.~~

~~A. The bus driver shall:~~

- ~~(1) Report accident on two-way radio or cell phone device.~~
- ~~(2) Direct bus patrols as conditions suggest~~
  - ~~(a) (2) Check for injury.~~
  - ~~(b) (3) Evacuate from front, rear, or both, if deemed necessary.~~
  - ~~(c) Put emergency aides in charge to prevent panic and control students if left on bus.~~
  - ~~(d) (4) Put out flares, flags and/or reflectors.~~

In case of a bus accident in which the driver is injured, all bus riders should remain in an assigned safe area until help arrives.

~~A. Patrol member~~

- ~~(1) If the bus is still moving, steers bus to a safe place.~~
- ~~(2) Turns off ignition, and applies emergency brake.~~
- ~~(3) Reports accident on two-way radio.~~
- ~~(4) Places flags, flares and/or reflectors.~~
- ~~(5) Directs and supervises unloading of bus riders.~~

### 3. Physically Ill Driver

In case the bus driver becomes ill and is unable to control the bus, the following procedures shall be carried out:

~~A. Patrol member~~

- ~~(1) If the bus is still moving, steers bus to a safe place.~~
- ~~(2) Turns off ignition, and applies emergency brake.~~
- ~~(3) Reports accident on two-way radio.~~
- ~~(4) Places flags, flares and/or reflectors.~~
- ~~(5) Directs and supervises unloading of bus riders.~~



### 4. Fire

*In case of a fire on the bus, the following procedures will be carried out by the driver:*

~~A. Driver~~

- ~~(1) Report fire on two-way radio or cell phone device.~~
- ~~(2) Direct bus patrols.~~
- ~~(3) Evacuate the bus from the front, rear, or both.~~
- ~~(4) Direct firefighting procedures.~~
- ~~(5) Place flags, flares, and/or reflectors.~~

APPROVED: November 11, 1974

REVISED: June 17, 2002

TBD

## **751.21 USE OF ELECTRONIC SURVEILLANCE TECHNOLOGY ON SCHOOL BUS**

The Wisconsin Rapids School District authorizes the use of surveillance cameras to record student conduct on school buses for the primary purpose of deterring discipline problems, vandalism, and/or other illegal activities. This will allow the driver to focus on driving the bus, and help to provide a safe and positive experience for students riding the bus.

Parent(s) guardian(s) shall be notified once a year via the school bus rules and regulations that surveillance technology may be used on the buses, and a sign shall be placed at the front of each bus indicating that surveillance technology may be used on the bus.

The Director of Business Services or his/her designee shall determine when and on which bus surveillance equipment shall be located. The manager of the bus company shall maintain a log to include the date, bus number, and bus driver's name. The decision to use surveillance equipment on a bus shall be made only when there is a need to do so. Bus drivers do not need to be informed which bus has surveillance equipment in operation. Individual drivers and principals may request that the surveillance equipment be placed on a specific bus on designated dates. Parent(s)/guardian(s) may contact the Director of Business Services or his/her designee and request that surveillance equipment be utilized on a specific bus; such requests shall be in writing and include a valid reason.

Only the Director of Business Services or his/her designee, bus company employees, principals, and superintendent or designee shall be authorized to view the video recording for the purpose of documenting a problem, and determining which students may be involved. Disciplinary action may be taken with students based on surveillance equipment documentation. Students may be disciplined based on the viewing of surveillance equipment recordings. Adult students and their parents(s)/guardian(s) of minor students, may view an isolated segment of the recording that documents the incident for which a student is being disciplined. The Director of Business Services or building principal(s) shall view the surveillance equipment recording with the adult student and/or parent(s)/guardian(s) and document the date and the names of all individuals viewing the recording.

The District reserves the right to introduce a surveillance equipment recording at any disciplinary hearing involving student misconduct or rule violations on the school bus, but only as permitted under applicable Wisconsin and federal law.

The surveillance equipment recordings shall not be available for viewing by the public in general, employees in general, or media. The principals or superintendent may authorize other individuals, such as the guidance counselor, school psychologist, social worker, or law enforcement to view segments of a specific surveillance equipment recording, if such individuals are working with the student observed on the recording due to a behavioral, emotional, or learning problem, and viewing the recording is beneficial in assisting the student and/or deterring criminal activity. A log shall be kept of the date and names of the individuals viewing the recording.

The following procedures apply to the viewing of surveillance equipment recordings by adult students and the parent(s)/guardian(s) of minor students when the recording provides a basis for student discipline:

1. Adult students (those at least 18 years old) and the parent(s)/guardian(s) of minor students can view the recording along with a school administrator or authorized school staff member. Minor students cannot view the recording. Parents/guardians of adult students may be allowed to view

the recording without the adult student's written consent if the adult student is a dependent of his/her parent/guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.

2. If more than one student is identifiable in a given frame or series of frames, neither the student to be disciplined (regardless of age) or that student's parent(s)/guardian(s) will be able to view the recording unless:
  - a. the recording can be edited or altered so as to render all other students unrecognizable, or;
  - b. written consents are obtained from the other adult students and the parent(s)/guardian(s) of the other minor students. Consents must be signed, dated, and must specify the records to be disclosed, the purpose of the disclosure, and the party or parties to whom disclosure may be made.

If there are no reported incidents pertaining to the date a video was recorded, the media containing the video may be erased or reused after ten (10) student school days.

LEGAL REF.:           Section 118.125(2)(b) Wisconsin Statutes  
                                  120.12(1)  
                                  121.52(2)

CROSS REF.:           347 – Student Records  
                                  347 Rule – Guidelines for the Control and Maintenance of Student Records  
                                  731.2 – Use of Electronic Surveillance Technology in Public Areas of School  
  Buildings and Property

APPROVED:            December, 1995

REVISED:             June 17, 2002  
                                  May 12, 2014  
                                  **TBD reviewed – no change**



### **751.3 TRANSPORTATION TO SCHOOL-RELATED EVENTS**

Use of school buses for educational field trips, athletic trips, transportation of music or choral groups, summer school programs, or for other school-related activities should be scheduled at the earliest practical date consistent with pre-event planning, in accordance with established procedures.

School bus drivers are to be qualified and licensed as prescribed by law. The operation of school buses by persons other than qualified and licensed bus drivers is forbidden.

LEGAL REF.:       Sections   121.52(2)(a) Wisconsin Statutes  
  121.54(7)

CROSS REF.:       751.3-Rule, Guidelines for Transportation to School-Related Events  
  352, Field Trips ~~and Community Service~~  
  723.1, Emergency School Closings  
  752, Use of District-Owned Vehicles

APPROVED:        November 11, 1974

REVISED:         June 17, 2002  
  **TBD**

## 751.3-Rule GUIDELINES FOR TRANSPORTATION TO SCHOOL-RELATED EVENTS

1. Prior to the date on which transportation will be required for a school-related event, the principal of the school concerned will submit a request therefore on the form entitled "Requisition" to the director of support services or his/her designee, listing the following information:
  - a. Place to which buses will report
  - b. Date and time transportation will be needed
  - c. Destination
  - d. Number to be transported
  - e. Information regarding whether buses will be:
    - (1) released at destination
    - (2) released to wait for return trip
    - (3) released and requested to return at a specified time
  - f. Event for which transportation is needed
  - g. Name of teacher in charge of group
2. The principal is responsible for providing a chaperon or escort aboard each bus used for field trip purposes and for instructing teachers, chaperons, or others designated as escorts, in student discipline and conduct to be observed while in transit, and until students are returned to school or parental control.
3. Food may not be eaten on school buses. When extended field trips require absence during the lunch period, the teacher conducting the trip will make provision for a place where lunch may be eaten.
4. Athletic Contests  
Dates for regularly scheduled athletic contests are established early in the school year. A summary of transportation needed should be furnished to the transportation services office as the time schedules are approved.
5. School Clubs  
All school clubs wishing to make a trip on a school bus must follow the same procedure as a field trip during school time.
  - a. Each club must submit a field trip request form signed by the faculty advisor in charge of the school club to the principal of the school concerned.
  - b. The principal will then sign the field trip request form and forward it to the transportation services office. Each form should include the same information that is required for a field trip.
  - c. The transportation services office, with the faculty advisory, will then make all necessary arrangements for the trip

APPROVED: November 11, 1974  
REVISED: June 17, 2002  
**TBD – Review only, no change**

## **751.5 Use of Private Vehicles to Transport Students**

No District employee or other person serving in an official capacity shall use a private vehicle to transport any student to or from school or a school activity, unless all state law and District requirements have been met.

LEGAL REF.: Section 121.555 Wisconsin Statutes

CROSS REF.: 751.5 Rule, Guidelines for Use of Private Vehicles to Transport Students  
352, Field Trips  
751.3, Transportation to School-Related Events  
751.3 Rule, Guidelines for Transportation to School-Related Events  
671.1, Expense Reimbursement

APPROVED: **TBD**

~~(This policy is a sample given to us by WASB from the School District of Mayville)~~

## **751.5 Rule Guidelines for Use of Private Vehicles to Transport Students**

District employees or other persons serving in an official capacity may use private vehicles to transport students to and from school or a school activity under the following conditions: (These guidelines apply when transporting nine or less passengers in addition to the driver.)

### **Insurance Requirements**

The vehicle operator must show proof of vehicle insurance coverage in the amounts outlined below:

1. Bodily injury liability coverage –
  - a. \$250,000 per person;
  - b. subject to the limit for each person; total bodily injury liability limits of not less than \$500,000 per each accident; or
  - c. equivalent of \$300,000 combined coverage
2. Property damage coverage - \$100,000

### **Vehicle Inspection Requirement**

If the vehicle is owned or leased by the school or bus contractor or is operated by a District employee, it must be inspected annually for compliance with state law requirements and Department of Transportation (DOT) rules. The owner of the vehicle will be responsible for the routine annual inspection. ~~A certificate of completion of the vehicle inspection must be on file in the District office.~~

### **Vehicle Operator Requirements**

The vehicle operator must:

1. Possess a valid Wisconsin driver's license or a valid driver's license issued by another jurisdiction.
2. Be at least 18 years of age.
3. Have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The District may waive this requirement if the vehicle operator has sufficient use of one hand to safely operate the vehicle, as substantiated by a special driving exam conducted by the DOT.
4. Not have been convicted of any of the driving violations outlined in section 121.555 of the state statutes. Upon request of the operator or the school, the DOT shall certify whether the operator meets this requirement.

If the vehicle used is owned or leased by the school or a bus contractor or is operated by a District employee, the operator must submit a medical opinion indicating that he/she is not afflicted or suffering from any medical or physical disability or disease which could prevent the operator from exercising reasonable control of the vehicle. This medical opinion must be submitted as required by state law.

## Other Requirements

1. A vehicle may not be used to transport more persons than can be seated on the permanently mounted seats without interfering with the operator.
2. If the vehicle is to be used for the transportation of passengers to extracurricular activities, it must be under the immediate supervision of a competent adult.
3. Parents/guardians of students who are being transported in private vehicles on field trips, athletic trips, etc., must be notified by a written notice. The notice must include (a) where the student is going; (b) how long it will take to get there; (c) who is providing the transportation; and (d) what type of vehicle is being used. It must be signed by the student's parent/guardian and returned to the school.

Documentation regarding the above shall be ~~filed with the District Office~~ **housed in the school office** prior to transporting students in private vehicles.

## Use of Private Vehicles on School Business or to Transport Students

The School Board recognized the need for some school employees, or other persons serving in an official capacity, to use their own motor vehicle for school purposes. To safeguard the school district, employees and students in matters of safety and liability, particularly as it relates to the transporting of students, the following policy guidelines shall be observed.

1. District employees or other persons serving in an official capacity shall have the written permission of the district administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state law requirements.
2. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
3. Transportation by private vehicle shall be strongly discouraged and shall be used only when no other practical transportation is available.

APPROVED: **TBD**

~~(This policy is a sample given to us by WASB from the School District of Mayville)~~

## 752 USE OF DISTRICT-OWNED VEHICLES

The School District of Wisconsin Rapids shall provide a school vehicle whenever possible for travel by administrators, department heads, teachers, cooks, custodians and any other school employee on official school district business. In the event an employee is entitled to or will receive travel expenses from another source; however, the employee's personal car shall be used.

All school vehicles are to be used for official school business only and should travel directly from the vehicle storage site to the site of such school business, except as otherwise provided.

School vehicles may also be used for school-sponsored student trips and extracurricular activities. Students may drive a school vehicle for emergency purposes only if they are on a field trip traveling with their teacher as a group within the district, if they meet all applicable state law requirements and are approved by the director of support services or his/her designee. Parents may also drive a school vehicle on extra-curricular activity trips if they meet all applicable state law requirements and are approved by the Director of support services Transportation or his/her designee.

Guidelines shall be established for the use of school vehicles.

LEGAL REF.:       Sections   121.52(2)(a) Wisconsin Statutes  
  121.54(7)  
  121.555

CROSS REF.:       752-Rule, Guidelines for Use of District-Owned Vehicles  
~~WREA Agreement~~  
~~AFL-CIO Local 1075 Agreement (Lunch, Custodians and Maintenance)~~  
~~Substitute Teachers Agreement~~  
~~AFL-CIO Local 95 Agreement (Office and Professional Employees)~~

APPROVED:        October 12, 1981

REVISED:         February 11, 1985  
                          June 17, 2002  
                          TBD

## 752-Rule GUIDELINES FOR USE OF DISTRICT-OWNED VEHICLES

1. In the event that an employee uses his/her personal car for school business without checking on the availability of a school vehicle from the Central Office and a school vehicle was available, mileage will not be paid to the employee unless approved by the Superintendent or Director of Support Services **Transportation**.
2. To acquire the use of a district-owned vehicle, each person or group must have approval from the building principal, Superintendent, or supervisor.
  - a. Each request shall be forwarded to the ~~transportation services personnel who will schedule a vehicle if one is available~~ **coordinator at the facility where the vehicle is housed**.
  - b. When conflicts arise, priorities will be established by using the earliest date of request or other relevant factors. ~~as determined by the transportation services personnel.~~
3. School vehicles may be used to travel within the city of such school business to restaurants for regular meals only if these facilities are not available where the meetings are held. No school vehicle is to be used for personal use. Any infraction of this rule will result in denial of future requests for use of a district-owned vehicle by the employee.
4. Only school employees, School Board members, parents and students are allowed to travel in school vehicles. If any school employee would like other members of his/her immediate family to travel with him/her, approval must be given by the Director of support services **Transportation** or his/her designee or future requests for use of a district-owned vehicle by the employee will be denied.
5. ~~All~~ School vehicles are stored at ~~East Junior High School~~ **various locations in the District**, and must be returned to ~~this~~ **the** location **from which it originated**. In the event that a vehicle is not returned to the proper place after a trip, the group responsible for the trip will be denied the use of school vehicles in the future.
  - a. If a vehicle is leaving at an early hour, the keys to the vehicle may **potentially** be picked up the afternoon before the trip is to be taken.
6. After a vehicle has been used and returned to the ~~storage unit at East Junior High School~~ **place of origin**, the cost of the vehicle will be the actual cost of gasoline ~~and oil~~ that is used for each trip plus any additional cost for cleaning. This amount will be charged to the account number of the group that used the school vehicle.
  - a. ~~In the event that the interior of the school vehicle must be cleaned after use, a \$20.00 flat fee will be charged to the account number of the group that is responsible for the vehicle.~~

APPROVED: October 12, 1981

REVISED: February 11, 1985  
June 17, 2002  
**TBD**







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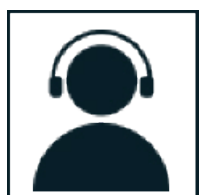
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QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">BenQ BL2480 - BL Series - LED monitor - Full HD (1080p) - 23.8"</a>	400	5554212	\$119.57	\$47,828.00
Mfg. Part#: BL2480 UNSPSC: 43211902 Contract: MARKET				

<b>SUBTOTAL</b>	\$47,828.00
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$47,828.00</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> WISCONSIN RAPIDS PUBLIC SCHOOLS ACCTS PAYABLE 510 PEACH ST WISCONSIN RAPIDS, WI 54494-4663 <b>Phone:</b> (715) 424-6700 <b>Payment Terms:</b> NET 30 Days-Govt/Ed	<b>Shipping Address:</b> WRPS-CENTRAL STORAGE 2510 INDUSTRIAL ST WISCONSIN RAPIDS, WI 54495-2292 <b>Phone:</b> (715) 422-6019 <b>Shipping Method:</b>
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