

**SCHOOL DISTRICT OF MANAWA  
POLICY & HUMAN RESOURCES COMMITTEE MEETING  
AGENDA**

**Join with Google Meet**

[meet.google.com/twc-agro-inp](https://meet.google.com/twc-agro-inp)

**Join by phone**

(US) +1 240-617-0148 PIN: 532 240 185#

**Date: October 14, 2020**

**Time: 5:00 p.m.**

**Virtual Meeting**

**Board Committee Members: Pethke (C), Forbes, J. Johnson**

**In Attendance:**

**Timer:** \_\_\_\_\_

**Recorder:** \_\_\_\_\_

1. Consider Endorsement of NEOLA Policy Updates Volume 29 #2 (Action) - Mr. LaVallee from NEOLA will be present for the meeting.
2. Review COVID-19 Specific and Related Programs for Employees (Information / Action)
3. Review COVID-19 Rapid Testing Program through CESA #6 (Information / Action)
4. Review PO7250 Commemoration of Exceptional Individuals/Groups (Information / Action)
5. Consider Endorsement of Administrative Job Descriptions (Action)
  - a. Maintenance/Custodial
6. Policy & Human Resources Committee Planning Guide (Information)
7. Set Next Meeting Date
8. Next Meeting Items:
  - a. Consider Endorsement of Administrative Job Descriptions
    - i. MES Principal/Special Ed. Director
    - ii. MS/HS Principal
    - iii. Technology Director
    - iv. Webmaster
    - v. Dean of Students
8. Adjourn



Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED BYLAW - VOL. 29, NO. 2 - QUORUM  
Code po0162  
Status From Neola  
Adopted April 25, 2016

**REVISED BYLAW - VOL. 29, NO. 2**

**0162 - QUORUM**

\_\_\_\_\_ (\_\_\_) **[Majority of the full Board]** members present at a meeting shall constitute a quorum; when no Board vacancies exist; whenever the Board has one (1) or more vacancies, the quorum during that time shall be a majority of the members on the Board. ~~and no~~ No Board business shall be conducted in the absence of a quorum.

[ ] Two (2) forms of a quorum should be avoided:

"Negative Quorum" – A gathering of less than one-half (1/2) of the members of the Board may be a meeting if that group possesses the power to defeat action taken by the Board of Education.

"Walking Quorum" – Less than one-half (1/2) of the members of the Board gathered together may constitute a meeting if it is one (1) of a series of meetings through which agreement on an issue is reached. A series of e-mail messages, phone calls or other communications between Board members could be a "meeting" or "walking quorum" because, while the Board members have not physically convened, they can effectively communicate and exercise the authority otherwise vested in the Board.

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Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED BYLAW - VOL. 29, NO. 2 - SPECIAL MEETINGS
Code	po0164.2
Status	From Neola
Adopted	April 25, 2016
Last Revised	November 19, 2018

## **REVISED BYLAW - VOL. 29, NO. 2**

### **0164.2 - SPECIAL MEETINGS**

#### **[FOR COMMON OR UNION HIGH SCHOOL DISTRICTS]**

A special meeting of the Board shall be held upon the written request of any Board member provided there is compliance with the following notice provisions and State law.

The School District Clerk or, in the School District Clerk's absence, the President shall fix a reasonable date, time, and place for the meeting. The School District Clerk or, in the School District Clerk's absence, the President shall notify each Board member of the date, time, and place of the meeting, in a manner likely to give the Board member notice of the meeting, at least twenty-four (24) hours before the meeting. If the School District Clerk or, in the School District Clerk's absence, the President determines that providing notice at least twenty-four (24) hours before a special Board meeting is, for good cause, shown by the School District Clerk or President, impossible or impractical, the School District Clerk or President may notify each Board member of the date, time, and place of the meeting less than twenty-four (24) hours, but not less than two (2) hours, before the meeting. Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the District. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the District Board office and such other places as the Board may determine unless, for good cause, such notice is impossible or impracticable, but in no case may the notice be less than two (2) hours in advance of the meeting.

~~A copy of said notice shall be served upon each member of the Board by personal delivery to the member or his/her residence or by first class mail, at least twenty four (24) hours prior to the meeting.~~ A special meeting may be held without prior notice if all Board members are present and consent, or if each member consents in writing even if s/he does not attend, provided appropriate notice is provided as defined under Chapter 19.

#### **[FOR UNIFIED SCHOOL DISTRICTS]**

Special meetings of the Board may be called by the President or by the written request of a majority of the members of the Board provided there is compliance with the notice provision of these Bylaws and State law.

#### **[END OF OPTIONS]**

The District Administrator and those administrators directed by the District Administrator shall attend all meetings, when feasible. Administrative participation shall be by professional counsel, guidance, and recommendation - as distinct from deliberation, debate, and voting of Board members.

Legal

19.84(3), Wis. Stats.

120.11(2), Wis. Stats.

120.43(2), Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020



Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED BYLAW - VOL. 29, NO. 2 - PUBLIC COMMENT AT BOARD MEETINGS  
Code po0167.3  
Status From Neola  
Adopted April 25, 2016

### **REVISED BYLAW - VOL. 29, NO. 2**

#### **0167.3 - PUBLIC COMMENT~~PARTICIPATION~~ AT BOARD MEETINGS**

The Board recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on District matters.

#### **Agenda Item**

Any person or group who would like to have an item put on the agenda shall submit their request to ~~wishing to place an item on the agenda shall register their intent with the~~ the District Administrator no later than \_\_\_\_ (\_\_) days prior to the meeting and include:

- A. ( ) name and address of the participant;
- B. ( ) group affiliation, if and when appropriate;
- C. ( ) topic to be addressed.

Such requests shall be subject to the recommendation~~approval~~ of the District Administrator and the approval of the Board President.

#### **Public Comment~~Participation~~ Section of the Meeting**

To permit fair and orderly public expression, the Board may shall provide a period for public comment~~participation~~ at any every regular meeting of the Board and publish rules to govern such comment~~participation~~ in Board meetings.

The presiding officer of each Board meeting at which public comment~~participation~~ is permitted shall administer the rules of the Board for its conduct.

The presiding officer shall be guided by the following rules:

- A. ( ) Public comment~~participation~~ shall be permitted
  - ( ) as indicated on the order of business.
  - ( ) before the Board takes official action on any issue of substance.
  - ( ) at the discretion of the presiding officer.

- B.  Anyone having a legitimate interest in the actions of the Board may comment~~participate~~ during the public portion of a meeting.
- C.  Attendees must register their intention to comment~~participate~~ in the public portion of the meeting upon their arrival at the meeting.
- D.  Participants must be recognized by the presiding officer
- and will be requested to preface their comments by an announcement of their name;
  - address;
  - group affiliation, if and when appropriate.
- E.  Each statement made by a participant shall be limited to \_\_\_\_\_ (\_\_\_) minutes duration.
- F.  No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- G.  Participants shall direct all comments to the Board and not to staff or other participants.
- H.  Participants shall address only topics within the legitimate jurisdiction of the Board.
- I.  All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- J.  The presiding officer may:
1.  interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
  2.  request any individual to leave the meeting when that person does not observe reasonable decorum;
  3.  request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
  4.  call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action;
  5.  waive these rules.
- with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- K.  The portion of the meeting during which the comment~~participation~~ of the public is invited shall be limited to \_\_\_\_\_, unless extended by a vote of the Board.
- L.  Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review the possible placement of the equipment, and must agree to abide by the following conditions:
1. No obstructions are created between the Board and the audience.
  2. No interviews are conducted in the meeting room while the Board is in session.
  3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

Legal

19.90, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED BYLAW - VOL. 29, NO. 2 - LEGAL COUNSEL
Code	po0172
Status	From Neola
Adopted	April 25, 2016

**REVISED BYLAW - VOL. 29, NO. 2**

**0172 - LEGAL COUNSEL**

The Board may employ or retain an attorney or attorneys to represent the School District or Board in actions brought for or against the District and to render other legal services for the welfare of the School District.

Authority to contact such counsel for legal advice or assistance on behalf of the District shall normally be that of the Board President and District Administrator unless otherwise specified by the Board.

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Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - CONFLICT OF INTEREST  
Code po1130  
Status From Neola

## **REVISED POLICY - VOL. 29, NO. 2**

### **1130 - CONFLICT OF INTEREST**

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

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

- A. No administrative employee, officer, or agent shall engage in or have a financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Administrative employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any ~~employee,~~ student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from, and in addition to, regular support provided to students as part of the ~~administrator's~~ ~~staff member's~~ regular duties ( ) or the service is not provided to students enrolled in one or more class with an administrative staff member
  2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
  3. the use, sale, or improper divulging of any privileged information through his/her access to School District records, about a student or client, gained in the course of the administrative employee's, officer's or agent's employment or professional relationship with the School District
  4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  5. the requirement of ~~employees,~~ students or clients to purchase any private goods or services provided by an administrative employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the administrative employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
- D. Administrative employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Administrative employees, officers, and agents cannot participate in the selection, award, or administration of a contract supported by a Federal grant/award if s/he has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer or agent, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of the parties described in this section, has a financial or other interest in, or a tangible personal benefit from, a firm considered for a contract.

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

[ ] However, pursuant to Federal rules, the School District has set standards for when an administrative employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$ \_\_\_\_\_ or less. **[END OF OPTIONAL LANGUAGE]**

**[DRAFTING NOTE: Section 200.318 of Title 2 of the Code of Federal Regulations allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined.]**

- F. ~~To the extent that the School District has a parent, affiliate or subsidiary organization that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Administrative employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Administrative employees, officers and agents found to be in violation of this conflict of interest policy will be subject to

[.] discipline in accordance with Policy 3139.

[.] discipline as specified in the Employee Handbook.

[.] the following disciplinary actions: **[insert School District's disciplinary actions]**

**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any collectively bargained agreements.]**

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

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

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

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

Last Modified by Steve LaVallee on October 2, 2020



Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - EMPLOYMENT OF THE DISTRICT ADMINISTRATOR  
Code po1220  
Status From Neola

**REVISED POLICY - VOL. 29, NO. 2**

**1220 - EMPLOYMENT OF THE DISTRICT ADMINISTRATOR**

The Board ~~of Education~~ vests the primary responsibility for the administration of this District in the District Administrator. The appointment of that officer is, therefore, one of the most important functions the Board can perform.

Whenever the position of District Administrator shall be vacant, the Board shall appoint a District Administrator as chief executive officer and fix his/her salary and term of office which shall be no more than two (2) years. However, a contract for a term of two (2) years may provide for one or more extensions of one (1) year each, consistent with 118.24(1) Wis. Stats.

The Board shall actively seek the best qualified and most capable candidate for the position of District Administrator.

[ ] It may be aided in this task by:

- A.  a committee of Board members;
- B.  the services of professional consultants;
- C.  the counsel of the out-going District Administrator;
- D.  the participation of members of the community.

Recruitment procedures may be prepared in advance of the search and  shall  may include:

- A.  preparation of a written job specification for the position of District Administrator;
- B.  preparation of written specifications of qualification in addition to proper State certification;
- C.  preparation of informative material describing this District and its educational goals;
- D.  where feasible, the opportunity for applicants to visit the schools of this District;
- E.  the requirement that each selected candidate for the position be interviewed by Board members in a format that encourages him/her to express his/her educational philosophy;
- F.  solicitation of applications from a wide geographical area;
- G.  consideration of all applicants fairly without discrimination on the basis of race, color, gender, age, religion, ethnic background, disability, or other condition unrelated to the position of District Administrator.

No person may be employed as District Administrator of this District unless s/he has the proper Wisconsin certification or has applied for certification as a ~~District Administrator~~<sup>superintendent</sup> in Wisconsin and has signed an employment contract with the Board. If certification has been applied for, receipt is to be timely.

No person may be employed as District Administrator of this District unless s/he has signed an employment contract with the Board.

Such contract shall include:

- A.  the term for which employment is contracted, including beginning and ending dates;
- B.  the salary which the District Administrator shall be paid and the intervals at which s/he shall be paid;
- C.  the benefits to which s/he is entitled;
- D.  such other matters as may be necessary to a full and complete understanding of the employment contract.

The District Administrator so appointed shall devote himself/herself to the duties of his/her office.

Any candidate's intentional misstatement of fact material to his/her qualification for employment or the determination of his/her salary shall be considered by this Board to constitute grounds for his/her dismissal.

~~The person selected for the position of District Administrator, if not already an employee of the District, ( ) shall ( ) may be required to undergo a physical examination, including a tuberculosis screening questionnaire<sup>ble</sup>, subject to further tests, in order to determine the physical capacity to perform assigned duties. Such examinations shall be done in accordance with the District guidelines and applicable law. The cost of the examination shall be borne by the District. ~~reasonably related to the duties s/he will be required to perform, the cost of which shall be borne~~~~

~~( ) by the District.~~

~~( ) by the candidate.~~

The District Administrator will be notified of the results of the medical examination upon receipt. The reports of such examination and any documents acquired containing genetic information will be maintained in a separate confidential personnel medical file in accordance with the Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA).

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Legal                                      118.24, Wis. Stats.  
    29 C.F.R. Part 1635  
    42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990  
    42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - INCAPACITY OF THE DISTRICT ADMINISTRATOR
Code	po1260
Status	From Neola
Adopted	October 1, 2015
Last Revised	June 19, 2017

## **REVISED POLICY - VOL. 29, NO. 2**

### **1260 - INCAPACITY OF THE DISTRICT ADMINISTRATOR**

It is the duty of the Board to appoint an interim District Administrator ~~'pro tempore'~~ by a majority vote of the Board upon a determination that the District Administrator is incapacitated in such a manner that s/he is unable to perform the duties of his/her office.

The Board shall fix the compensation of the interim District Administrator ~~'pro tempore'~~ who shall serve, pending further determination of the ~~until the~~ District Administrator's ability to perform assigned duties and functions ~~incapacity is removed,~~ or until ~~the expiration of~~ the District Administrator's employment ends and a new District Administrator assumes office ~~contract, whichever is sooner~~. S/He shall perform all of the duties and functions of the District Administrator, and may be removed at any time using the procedures set forth in Policy 3140 - Non-Renewal, Resignation, and Termination ~~for cause by a majority of the full membership of the Board~~.

The Board will exercise its authority under law to determine the incapacity of the District Administrator and to place him/her on leave for a physical or mental condition that affects the District Administrator's ability to perform assigned duties in conformance with the law. The Board may require that the District Administrator submit to an appropriate examination by a healthcare provider of the District Administrator's choice, a healthcare provider designated and compensated by the District, or both.

~~(-) at the request of the District Administrator.~~

~~(-) and with medical documentation.~~

~~(-) upon certification of a~~

~~(-) physician selected and compensated by the Board;~~

~~(-) physician selected and compensated by the District Administrator;~~

~~(-) panel of three (3) physicians, one (1) selected and compensated by the Board, one (1) selected and compensated by the District Administrator, and the third selected by the two (2) physicians and compensated by the Board.~~

~~[ ] Where a physician selected by the Board disagrees with a physician selected by the District Administrator, the two (2) physicians shall agree in good faith upon a third impartial physician who shall examine the District Administrator. His/Her medical opinion shall be binding on the issue of medical capacity to perform assigned duties. The expenses of the third examination shall be borne by the Board.~~

The District Administrator will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) in order to allow the report of the medical examination to be released to the Board and to allow the Board to speak to the health care provider who conducted the medical examination if clarification is needed. Refusal to submit to an appropriate examination or to execute the HIPAA release will be grounds for disciplinary action, up to and including termination.

If the Board determines that the District Administrator is unable to perform the duties of his/her office, s/he may:

- A. ( ) at his/her request, be placed on sick leave, with pay, not to exceed the amount of his/her accumulated, but unused, sick leave and any advancement of such sick leave which may be authorized by Board policy;
- B. ( ) at the request of the Board be placed on sick leave with such pay to which s/he may be entitled or which may be authorized by Board policy;
- C. ( ) at his/her request, be placed on a leave without pay.

As required by Federal law and regulation and Board Policy 1422.02 - Nondiscrimination Based on Genetic Information of the Employee, the Board shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

Pursuant to State law and in accordance with the Americans with Disabilities Act, as amended (ADA) and the Genetic Information Nondiscrimination Act (GINA), the results of any such examination shall be treated as a confidential medical record and will be exempt from release, except as provided by law. If the District inadvertently receives genetic information about an individual who is required to submit to an appropriate examination from the medical provider it shall be treated as a confidential medical record as required by the ADA.

If, as a result of his/her such examination, the District Administrator is found to be unable to perform assigned duties, the District Administrator may be placed on a leave of absence until such time as the District Administrator is able to return to the performance of the position or other action is taken.

Should the District Administrator refuse to submit to an examination such action constitutes insubordination.

The District Administrator may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 1630.01 as provided by law.

The foregoing leave shall not extend beyond the contract of the District Administrator.

The District Administrator shall, upon request to the President of the Board, be returned to active duty status, unless the Board denies the request within ten (10) days of receipt of the request. The Board may require the District Administrator to establish to its satisfaction that s/he is capable of resuming such duties on a full-time basis.

The Board may demand that the District Administrator return to active service, and upon medical documentation that the District Administrator is able to resume his/her duties.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - HOMEBOUND INSTRUCTION PROGRAM
Code	po2412
Status	From Neola
Adopted	October 17, 2016
Last Revised	November 19, 2018

### **REVISED POLICY - VOL. 29, NO. 2**

#### **2412 - HOMEBOUND INSTRUCTION PROGRAM**

Subject to applicable State and Federal law, the Board may provide individual instruction to students of legal school age who are unable to attend classes because they are temporarily not in proper physical or mental condition. In addition, subject to applicable State and Federal law, the District may provide a homebound study as part of a program or curriculum modification.

A request for homebound instruction should be placed in writing and include the following information:

- A.  the nature of the medical condition;
- B.  the probable duration;
- C.  present evidence of the student's inability to participate in an educational program;
- D.  indicate whether the student currently has an Individualized Education Plan (IEP) and, if so, whether the student's parent is requesting that the IEP Team reconvene;
- E.  indicate whether the student currently has a Section 504 Plan;
- F.  indicate whether the student should be evaluated for an IEP and/or Section 504 Plan;
- G.  indicate whether the student is or will become a school-age parent;
- H.  indicate whether homebound study is requested as part of a program or curriculum modification.

Requests for homebound instruction will be considered by the District Administrator. The District Administrator will issue a decision within ninety (90) calendar days of the written request. If the student has been evaluated for special education but was not found to be eligible for special education, then the District Administrator will provide a written decision within thirty (30) calendar days of the written request.

If the request for homebound instruction is granted, a licensed teacher must provide the homebound instruction, and the homebound instruction will commence as soon as practicable after the date of notification for non-special education students. In the case of special education students or students with [an IEP or](#) a Section 504 Plan, homebound instruction will commence as provided in the applicable Plan.

Legal

118.15(3)(a), Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020





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Title REVISED POLICY - VOL. 29, NO. 2 - COMMUNITY AND ADULT EDUCATION  
Code po2450  
Status From Neola

**REVISED POLICY - VOL. 29, NO. 2**

**2450 - COMMUNITY AND ADULT EDUCATION**

The Board ~~of Education~~ believes that education is a continuous process throughout life and supports the position that the District should cooperate with other community agencies in providing educational, cultural, and recreational opportunities for all of its citizens. The school, in this setting, becomes a force for community service and improvement; and the values the community seeks for children in the regular school program are, thus, available for all citizens through the community and/or adult program.

With regard to community education, the Board shall provide programs

in the evening

and day

for the purpose of meeting the

avocational,

recreational,

cultural

interests of the community.

as well as the vocational/technical training and retraining needs of local workers.

With regard to adult education, the Board also shall provide a

basic

high school

continuation program for anyone over the age of sixteen (16) who is not attending high school

in the schools of this District

as an opportunity to complete the requirements for a high school diploma.

**[.] Veterans Benefits and Transition Act**

The Board shall permit for GI Bill and Vocational Rehabilitation and Employment Program beneficiaries to attend a course of education or training for up to ninety (90) days pending payment from the Veterans Administration (VA) for the course. To be

eligible, the beneficiary must provide a certificate of eligibility for entitlement to educational assistance (valid/current VAF 28-1905) and a written request to use the entitlement. Documentation must be submitted no later than the first day the course or training commences. The ninety (90) day period starts on the date when the District certifies tuition and fees following receipt of the required documents.

The District shall not impose a penalty, deny access to classes or facilities, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from the VA. The State Approving Agency (SAA) or the VA may act to approve or disapprove certain courses of education, which may be subject to a waiver by the VA.

[ ] The Board shall also maintain an Americanization program of instruction for the benefit of foreign-born residents of the District.

The District Administrator shall develop and implement administrative guidelines whereby the schools are available to residents of the District for the above-stated purposes and such programs have equal access to the District's facilities and its instructional equipment, materials, and supplies.

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Legal 120.13(19), Wis. Stats.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - PROGRAMS FOR STUDENTS WITH DISABILITIES
Code	po2460
Status	From Neola
Adopted	October 17, 2016
Last Revised	June 19, 2017

### **REVISED POLICY - VOL. 29, NO. 2**

#### 2460 - PROGRAMS FOR STUDENTS WITH DISABILITIES~~EXCEPTIONAL EDUCATION NEEDS~~

The Board ~~of Education~~ shall provide a free, appropriate public education to all eligible disabled persons ages three (3) through twenty-one (21) which complies with Federal and State laws and guidelines.

The District provides a continuum of special education services. The determination of the need and extent of services provided shall be subject to the Individual Educational Program (IEP) developed for the child. ~~A special education handbook shall meet legal requirements and outline specific policies and procedures relative to the implementation of programming for students with disabilities. (.) Such handbook shall be adopted annually by the Board.~~

**The District adopts the Wisconsin Department of Public Instruction Special Education Model Forms and Policies and Procedures Manual as the Board's official policy in all practices and procedures relating to the education of children with disabilities in this School District, in compliance with State and Federal laws and regulations. The Board further assures that all District employees shall comply with the procedures and responsibilities laid forth within this manual as updated periodically by the Wisconsin Department of Public Instruction.**

**(.) Such handbook shall be adopted annually by the Board.**

The Board and Administration supports the requirements of State and Federal law that students with disabilities be educated, to the maximum extent appropriate, with children who are nondisabled. The Board further supports the State and Federal requirement that a continuum of alternative placements be available to meet the needs of students with disabilities eligible for special education services under the Individuals with Disabilities Education Act (IDEA).

The District identifies, locates and evaluates all children with disabilities, regardless of the severity of the disability, who are in need of special education and related services. This includes children attending private schools, who are not yet three (3) years of age, highly mobile children such as migrant children and children and youth in transition, and children who are suspected of being a student with a disability even though they are advancing from grade to grade.

Students with disabilities will take state required tests unless otherwise prescribed in their IEP. Test administration procedures may be modified as indicated in a student's IEP.

~~66.30~~, 115.78 et seq., Wis. Stats.

P.I. 11, Wis. Adm. Code

IDEA, 20 U.S.C. 1400 et seq.

Legal

115.78 et seq., Wis. Stats.

P.I. 11, Wis. Adm. Code

IDEA, 20 U.S.C. 1400 et seq.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)
Code	po2460.03
Status	From Neola
Adopted	July 17, 2017

### **REVISED POLICY - VOL. 29, NO. 2**

#### **2460.03 - INDEPENDENT EDUCATIONAL EVALUATION (IEE)**

An independent educational evaluation (IEE) is an evaluation conducted by a qualified examiner who is not an employee of this District. A parent has the right to an IEE at public expense if the parent disagrees with an evaluation that the District conducted. For purposes of this policy, "evaluation" means the procedures used to determine whether a child has a disability and the nature and extent of the special education and related services the child needs. In the event the District receives a parent request for an IEE, the District must either provide the IEE at District expense pursuant to this policy or request a due process hearing to show that its evaluation is appropriate. The IEE must meet District criteria for IEEs, which is the same criteria that the District uses when it conducts its own evaluations. If the District requests a due process hearing and the hearing officer determines that the District's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. Parents may only request one publicly funded IEE for each evaluation completed by the District.

#### **Procedures to Obtain an IEE at Public Expense**

- A. The parent should submit to the District a written request for an IEE and should include in such request an explanation of their reasons for objecting to the evaluation obtained by the District. However, the District will not deny parents a publicly funded IEE because they fail to provide the District with such a written request or fail to provide reasons for requesting an IEE.
- B. If a parent requests an IEE, the District will provide the following information:
  1. A list of the names and addresses of IEE examiners located in the area. The list will consist of IEE examiners who, in the District's judgment, are qualified to perform the evaluation requested by the parents. If a qualified examiner is not located in the area, the District will identify a qualified examiner elsewhere in the State of Wisconsin.
  2. A description of the District's criteria for selection of IEE examiners.
- C. Minimum qualifications for IEE examiners. The District will not pay for an IEE unless the IEE complies with the following criteria or the parents can show unique circumstances that justify a publicly funded IEE that does not meet the criteria.
  1. The prospective IEE examiner (the "examiner") must hold a valid license from the State of Wisconsin in the field related to the known or suspected disability. The examiner must have extensive training in the evaluation of the area(s) of concern and be able to interpret the instructional implications of the evaluation results. In instances where no "applicable license" exists, the evaluator must provide documentation of extensive and recent training and experience related to the known or suspected disability.

2. The examiner must be located within (.)\_100 miles (.)\_\_\_\_\_miles (.) the CESA \_\_\_\_\_ region [END OF OPTIONS] of the District and must conduct the evaluation within District boundaries. [Drafting note: Districts must determine what is an appropriate distance for their region.]
  3. The examiner may only charge fees for educational evaluation services that, in the sole judgment of the District, are reasonable.
  4. The examiner must be permitted to directly communicate and share information with members of the IEP Team. The examiner must also agree to release the assessment and results, including parent and teacher surveys, prior to receipt of payment for services.
  5. If the District evaluation included an observation of the child in one (1) or more educational settings, the IEE shall include at least one (1) observation in that setting. Evaluators shall make at least one (1) contact with the child's general education teacher for the purpose of determining how the student is progressing in the general curriculum. In addition, evaluators are encouraged to make additional contacts with other involved general or special education teachers. If the purpose of the evaluation is to address a learning disability, an observation of the child is a required evaluation component.
  6. The same criteria apply to both public and independent examiners.
- D. The maximum allowable cost for an examiner will be the average cost per day or per hour for a similarly qualified staff member employed by the District during the current school year, as determined by the Director of Student Services (not to exceed \$400.00). In the unusual event the examiner is one (1) not typically employed by the District, such as a medical doctor, psychiatrist, clinical psychologist, or other similar professional, reimbursement of costs will be limited to reasonable and customary charges as determined by the District and its insurance carrier. The District shall not be responsible for reimbursement of travel costs or other related costs incurred by the parents in connection with their arrangement of, or their attendance at the IEE unless the parent can demonstrate that necessary services are not available in the community.
- [Drafting note: Districts should determine whether the \$400.00 amount fits their circumstances. The **cost of the IEE must be stated in the policy, otherwise the cost is not limited**]
- E. The District will permit parents to show that unique circumstances justify an IEE that exceeds the maximum allowable cost. If the total cost of the IEE exceeds the maximum allowable costs and if, in the District's sole judgment, there is no justification for the excess cost, the cost of the IEE will be funded up to the District's maximum allowable cost and no further. The parents shall be responsible for any remaining cost.

For more information, parents may request a copy of Bulletin 99.02 "Independent Educational Evaluations (IEEs)" from the District or from the Department of Public Instruction, Division of Learning Support: Equity and Advocacy.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - SCHOOL PERFORMANCE AND ACCOUNTABILITY REPORTS
Code	po2700.01
Status	From Neola
Adopted	October 1, 2015
Last Revised	April 27, 2020

### **REVISED POLICY - VOL. 29, NO. 2**

#### **2700.01 - SCHOOL PERFORMANCE AND ACCOUNTABILITY REPORTS**

The Board believes that a vital component of the District's educational programs is ensuring that parents and other individuals are informed of the performance of the schools and the School District. To this end, the Board has adopted this policy.

#### **State School Performance Report**

The Board will publish an annual school and school district performance report including all information prescribed by statute. By January 1st of each year, the Board shall notify the parents of each student enrolled in the District of the right to request a school and school district performance report. ( ) Parents shall be notified that the performance report will be provided to the parent electronically unless the parent requests a written copy of the report. **[Note: End of Choice]** By May 1st, the Board shall distribute copies of the report to those who have requested the report, including students enrolled in charter schools located in the District, that have requested the report.

(.)Per the Wisconsin Department of Public Instruction, the District may use links to the [WISEdash Public Portal](#) to meet the electronic State School Performance Report requirements.

**[ ]** The annual school and School District report shall be made available on the District's internet for public viewing.

The report shall generally include the following information, as required or modified by the State Superintendent:

- A. indicators of academic achievement, including the performance of students on Statewide assessment examinations by subject area
- B. dropout, attendance, retention in grade and graduation rates
- C. ~~percentage of habitual truants, percentage of students participating in extracurricular and community activities and advanced placement courses~~
- D. ~~percentage of graduates in postsecondary educational programs and percentage of graduates entering the workforce~~
- E. number of suspensions and expulsions, the reasons for, and duration of, the suspensions and expulsions and the length of time students are expelled
- F. staffing and financial data information

G. number and percentage of resident students attending a course in a nonresident district and the number and percentage of nonresident students attending a course in the district, and

H. method of reading instruction used in the District

### **Title I Provisions of the School Performance Report**

In any year that the District receives Title I funding, its school performance report must also include the following information regarding the delivery of Title I services as described in Policy 2261.03.

### **SCHOOL ACCOUNTABILITY REPORTS**

A copy of ~~the~~ each school's accountability reports shall be provided to the parent of each student enrolled in or attending the school and the ranking levels for each school within the District shall be provided to all parents on an annual basis.

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Legal

115.38, Wis. Stats.

20 U.S.C. 6311

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	From Neola
Adopted	May 16, 2016
Last Revised	November 19, 2018

## **REVISED POLICY - VOL. 29, NO. 2**

### **3120.04 - EMPLOYMENT OF SUBSTITUTES**

The Board recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel.

The District Administrator shall ~~(-) employ substitutes (-)~~ make appropriate arrangements to assure the availability of substitutes ~~[END OF OPTIONS]~~ for assignment as services are required to replace temporarily absent regular staff members and to temporarily fill new positions. (.) Substitute personnel hires shall be approved by the Board. [END OF OPTION]. (.) The Board shall approve all arrangements for the provision of substitutes. [END OF OPTION]. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

Substitutes must possess appropriate certification to teach as a substitute. The District Administrator may determine what licensure is required and make allowances for the use of alternative forms of certification, emergency certification, and other such options as permitted by law ~~the District Administrator deems appropriate~~. There must also be verification that a satisfactory background check has been conducted by the Department of Public Instruction or appropriate State agency.

In order to retain well-qualified substitutes for service in this District, the Board will offer ~~competitive~~ compensation at a rate set annually by the Board.

[.] The employment of substitute staff prior to approval by the Board is authorized when their employment is required to maintain continuity of services in the District. Approval by the Board shall be obtained at the next regular Board meeting. [DRAFTING NOTE: include only if the option above is selected and the Board is required to approve substitute hires.]  
~~-Retroactive employment shall be recommended to the Board at the next meeting.[-]~~

[ ] A substitute employed for \_\_\_\_ (\_\_) consecutive days in the same professional position shall be paid a salary not less than the minimum salary on the current salary schedule and granted the privileges provided regular staff.

[ ] A substitute shall be paid

[ ] actual hours worked.

[ ] a minimum of \_\_\_\_ (\_\_) hours once the substitute is called.

[.] The Board will not employ the spouse or child of any Board member.

[.] The Board will not employ the

(.) children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a Board member.

(.) children, siblings, spouse, parents, in-laws, or bona fide dependents (IRS criteria) of a regular full-time support employee.

[.] Relatives of Board members may be employed by the Board, provided a member of the Board does not participate in any way in the discussion or vote on the employment when a conflict of interest is involved.

[.] Relatives of staff members may be employed by the Board, provided the staff member being employed is not placed in a position in which s/he is supervised directly by the relative staff member.

(.) Preference will be given to candidates for substitute employment who are residents of this School District.

( ) Employed substitutes may receive in June a letter of reasonable assurance of continued eligibility for assignment during the ensuing school year.

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Legal                              118.19, Wis. Stats.  
   P.I. 3.03(8), Wis. Adm. Code

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - JOB SHARING
Code	po3120.10
Status	From Neola
Adopted	May 16, 2016
Last Revised	November 19, 2018

### **REVISED POLICY - VOL. 29, NO. 2**

#### **3120.10 - JOB SHARING**

The Board recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

[OPTIONS - Select at least one].

(.) The District will consider job share requests that are in the District's best interests considering the educational program, and whether ~~only if~~ the cost (including benefits) of employing two (2) staff members on a parthalf-time basis ~~does not exceed~~s the cost of employing one full-time staff member.

(.) Part~~Half~~-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position.

(.) The Board authorizes the District Administrator to create a job-sharing program provided it does not impact adversely on the District or any current staff member.

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Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - REDUCTION IN STAFF  
Code po3131  
Status From Neola  
Adopted May 16, 2016

**REVISED POLICY - VOL. 29, NO. 2**

**3131 - REDUCTION IN STAFF**

It is the responsibility of the Board ~~of Education~~ to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular professional staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other warranted circumstances ~~warrant~~.

[.] The District Administrator shall develop administrative guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.

Where appropriate, attrition may be used to achieve the necessary number of position reductions.

**[ ] OPTION #1**

Selection of staff for reduction once positions have been identified will be based on the following considerations:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, based on performance evaluations
- C. input from direct supervisors
- D. ( ) length of service to the District

The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.

**[END OF OPTION #1]**

**[ ] OPTION #2**

Selection of staff for reduction once positions have been identified will be based on seniority. The District Administrator or designee shall maintain a seniority list for each building and each job category. When a reduction in force is necessary, the Administrator shall select the least senior employee for reduction, provided that other staff has the necessary certification. ( ) The District Administrator may determine that it is necessary to retain the least senior employee when in the best interests of the District, in which case the next least senior employee shall be considered.

[END OF OPTION #2]

[END OF OPTIONS]

[CHOOSE FROM OPTIONS 1 - 3]

[ ] OPTION #1

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid-off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 3340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

**[Note: If this option is selected, staff reduction results in termination of employment and the affected employee is likely entitled to access to the grievance procedure, Policy 3340.]**

[ ] OPTION #2

Any employee whose position has been eliminated shall have a right to be recalled to his/her position or another vacancy in the district for which the individual is qualified for a period of \_\_\_\_\_ (\_\_) year(s) after the date the employee was reduced. If such an employee is offered an opportunity to return to the same or similar position and rejects the opportunity, the employee shall have no further right to recall.

When a vacancy occurs in a position for which there has been a reduction in staff in the prior \_\_\_\_\_ (\_\_) years, the administrator responsible for hiring shall attempt to make contact in order of greatest length of service to the District at the time of last employment, with former employees that have remaining recall rights. The administrator shall attempt to make contact with the last known contact information. Any employee that wishes to be contacted for such positions must inform the District office of any change of address or other contact information.

If an employee is recalled, s/he must again qualify for the position and may be required to undergo pre-employment background checks or physical examinations consistent with Board policy and applicable law.

[ ] OPTION #3

Any employee reduced under this policy shall have the following benefits for a period of \_\_\_\_\_ (\_\_) year(s):

- A. ( ) the District will contact the employee in the event a vacancy opens up in the same or similar position previously held;
- B. ( ) if employee returns to employment, s/he shall retain all accrued benefits, including any applicable sick leave accumulation and length of service credit accrued at the time of reduction;
- C. ( ) **[Add additional recall benefits if desired]** \_\_\_\_\_.

**(Note: Providing some level of recall benefits reduces the likelihood that reduction in force is a "termination" subject to the statutory grievance procedure.)**

[END OF OPTIONS]

### **Staff Furloughs**

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

**In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming [Select one of the following options] ( ) the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration ( ) the District Administrator may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances. (End of Options)**

Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.

Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - CONFLICT OF INTEREST
Code	po3230
Status	From Neola
Adopted	May 16, 2016
Last Revised	April 27, 2020

### **REVISED POLICY - VOL. 29, NO. 2**

#### **3230 - CONFLICT OF INTEREST**

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

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

- A. No professional employee, officer, or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate state criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Professional employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the professional staff member's regular duties ( ) or the service is not provided to students enrolled in one or more class in which the staff member is a teacher or aide
  2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
  3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
  4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
  5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations
- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator before entering into any private relationship.
  - D. Professional employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
  - E. Professional employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

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

[ ] However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$\_\_\_\_ or less. **[END OF OPTIONAL LANGUAGE]**

**[DRAFTING NOTE: Section 200.318 of Title 2 of the Code of Federal Regulations allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. Nominal value is frequently defined as anything of a value less than \$25, however, local standards may differ.]**

F. ~~To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~

G. Professional employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

H. Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to

[\[.\] discipline in accordance with Policy 3139.](#)

[\[.\] discipline as specified in the Employee Handbook.](#)

[\[.\] the following disciplinary actions: \[insert School District's disciplinary actions\]](#)

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**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any applicable Board policy or employee handbook provisions.]**

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

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

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

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Legal	19.59, 19.42(7), 946.13, Wis. Stats. 2 C.F.R. 200.12 7 C.F.R. 3019.42 2 C.F.R. 200.113 2 C.F.R. 200.318 7 C.F.R. 3016.36(b)(3)
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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - OUTSIDE ACTIVITIES OF PROFESSIONAL STAFF
Code	po3231
Status	From Neola
Adopted	May 16, 2016

### 3231 - OUTSIDE ACTIVITIES OF **PROFESSIONAL STAFF**

The Board ~~of Education directs the District Administrator to promulgate the following guidelines so that~~ expects professional staff members ~~to may~~ avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten a staff member's effectiveness within the ~~S~~ school ~~District~~ system, the District Administrator shall evaluate the impact of such interest, activity, or association upon the professional staff member's responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies him or herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 3230 - Conflict of Interest).

- A. ( ) Staff members should not give work time to an outside interest, activity, or association without a valid reason to be excused from assigned duties.
- B. ( ) Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. ( ) Staff members shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. ( ) Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.
- E. (.) Staff members should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. (.) Staff members should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.
- G. (→) ~~Staff members may not accept fees for tutoring when such tutoring is conducted during the normal work day.~~
- H. (→) ~~Staff members may not accept fees for remedial tutoring of students currently enrolled in one (1) or more of their classes.~~

### Research and Publishing

- A. Professional staff members are encouraged to contribute articles to professional publications and to engage in approved professional research.

B. Materials which might be considered for publication and/or production, which identify the District in any manner, shall be cleared with the District Administrator prior to publication and/or production.

C. Publications and productions shall be subject to the following copyright provisions:

1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:

a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;

b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;

c. the staff member does not become involved in any way in the selling of the product to the District.

The final decision regarding whether materials were produced independently of any work assignment, and/or without using school equipment, facilities, data, or equipment rests with the District Administrator.

( ) who shall submit such decisions to the Board.

Professional staff members who desire to publish or produce materials on their own time should make such action known to the District Administrator prior to the time such work is started in order that proper procedures can be established to assure that District interests and the interests of the staff member are protected.

2. All books, materials, devices, or products which result from the paid work time and/or prescribed duties of professional staff members shall remain the property of the District. The District shall retain all rights and privileges pertaining to the ownership thereof.

In the event that any of these products have commercial possibilities, the District Administrator is authorized to secure copyrights, patents, etc. which will ensure the ownership of the product by the District.

The District Administrator is authorized to negotiate with appropriate agencies for the production and distribution of products with commercial appeal. Such negotiations shall ensure fair and appropriate compensation, including sharing of royalties, for the staff member(s) who developed the products.

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Legal

17 U.S.C. 101 et seq.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01
Status	From Neola
Adopted	May 16, 2016

### **REVISED POLICY - VOL. 29, NO. 2**

#### **3362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause concern for~~anxiety concerning~~ his/her physical and/or psychological well-being is strictly forbidden. Such actions by aAny student, parent, visitor, staff member, Board member, contractor, or agent of the~~this~~ Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be read consistent with, and in conjunction with, school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.~~

[.]The District Administrator may~~shall~~ administer~~implement~~ guidelines to implement procedures for complaints and for investigation, as well as resolution of complaints~~whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.~~

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Legal Chapter 947, Wis. Stats.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - JOB SHARING
Code	po4120.10
Status	From Neola
Adopted	May 16, 2016
Last Revised	November 19, 2018

### **REVISED POLICY - VOL. 29, NO. 2**

#### **4120.10 - JOB SHARING**

The Board recognizes the value to the District to obtain the services of quality staff members who may not be available on a full-time basis but wish to offer their knowledge and skills part-time through a job-sharing process.

[[OPTIONS - Select at least one](#)].

The District will consider job share requests that are in the District's best interests considering the educational program, and whether only if the cost of employing two (2) staff members on a parthalf-time basis ~~does not exceed~~s the cost of employing one full-time staff member.

~~Part~~Half-time positions may be approved in which two (2) currently employed staff members will be allowed to share one (1) full-time position.

The Board authorizes the District Administrator to create a job-sharing program provided it does not adversely affect the District or any of its current staff members.

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Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - ASSIGNMENT AND TRANSFER  
Code po4130  
Status From Neola  
Adopted May 16, 2016

**REVISED POLICY - VOL. 29, NO. 2**

**4130 - ASSIGNMENT AND TRANSFER**

The Board ~~of Education~~ believes that the careful placement of support staff within the District is vital to the utilization of qualified and competent support staff for the successful functioning of the District.

[DRAFTING NOTE: BE SURE THAT RESPONSIBILITY FOR EMPLOYMENT ISSUES REGARDING SUPPORT STAFF IS CONSISTENT IN POLICIES 4120, 4130, 4139, 4140, AND 4430. ALTHOUGH NEOLA RECOMMENDS THAT THE DISTRICT ADMINISTRATOR BE RESPONSIBLE FOR SUPPORT STAFF EMPLOYMENT ISSUES, THE BOARD CAN LEGALLY RETAIN SUCH RESPONSIBILITY FOR ITSELF. CHECK THAT THE AFOREMENTIONED POLICIES DO NOT CONFLICT WITH EACH OTHER.]

Responsibility for the assignment and transfer of support staff members shall be vested in the (.) District Administrator (.) Board [END OF OPTION] \_\_\_\_\_, (.) subject to and consistent with any applicable terms of ~~(-) the Employee Handbook (-) a collective bargaining agreement.~~

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Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - REDUCTION IN STAFF  
Code po4131  
Status From Neola  
Adopted May 16, 2016

**REVISED POLICY - VOL. 29, NO. 2**

**4131 - REDUCTION IN STAFF**

It is the responsibility of the Board ~~of Education~~ to provide the staff necessary for the implementation of the educational program of the District and the operation of the schools and to do so efficiently and economically.

The Board reserves the right to abolish positions in the District and to reduce the staff whenever reasons of decreased enrollment of students, return to duty of regular staff members after leaves of absence, suspension of schools or territorial changes affecting the District, or other circumstances warrant.

The District Administrator shall develop administrative guidelines for the reduction of staff based on the best interests of the District and consistent with the terms of any applicable interdistrict agreements, and applicable law.

Any staff member selected for reduction shall be informed with at least \_\_\_\_\_ ( ) days advance notice. Where appropriate, attrition may be used to achieve the necessary number of position reductions.

**OPTION #1**

Selection of staff for reduction once positions have been identified, will be based on the following considerations:

- A. qualifications of the employees being considered for reduction
- B. performance of employees, based on performance evaluations
- C. input from direct supervisors
- D. ( ) length of service to the District

The District Administrator shall determine the appropriate employees for reduction considering all factors that s/he deems important and in the best interests of the District.

**OPTION #2**

Selection of staff for reduction once positions have been identified, will be based on seniority. The District Administrator or designee shall maintain a seniority list for each building and each job category. When a reduction in force is necessary, the Administrator shall select the least senior employee for reduction, provided that other staff has the necessary certification. ( ) The District Administrator may determine that it is necessary to retain the least senior employee when in the best interests of the District, in which case the next least senior employee shall be considered.

**[END OF OPTIONS]**

**[ ] OPTION #1**

No employee whose position has been eliminated shall have any right to be contacted by the District in the event that a vacancy opens in the future for which the laid off employee may be qualified. Likewise, no such employee is entitled to a future position or is provided any preference over other applicants. Any employee whose position was eliminated under this policy may file a grievance under Policy 4340. Staff whose employment ended with the District due to a reduction in force, shall not be prevented from applying for future positions with the District.

**[Note: If this option is selected, staff reduction results in termination of employment and the affected employee is likely entitled to access to the grievance procedure, Policy 4340.]**

**[ ] OPTION #2**

Any employee whose position has been eliminated shall have a right to be recalled to his or her position or another vacancy in the district for which the individual is qualified for a period of \_\_\_\_\_ (\_\_) years after the date the employee was reduced. If such an employee is offered an opportunity, the employee to return to the same or similar position and rejects the opportunity, shall have no further right to recall.

When a vacancy occurs in a position for which there has been a reduction in staff in the prior \_\_\_\_\_ (\_\_) years, the administrator responsible for hiring shall attempt to make contact in order of greatest length of service to the District at the time of last employment, with former employees that have remaining recall rights. The administrator shall attempt to make contact at the last known contact information. Any employee that wishes to be contacted for such positions must inform the District office of any change of address or other contact information.

If an employee is recalled, s/he must again qualify for the position, and may be required to undergo pre-employment background checks or physical examinations consistent with Board policy and applicable law.

**[ ] OPTION #3**

Any employee reduced under this policy shall have the following benefits for a period of \_\_\_\_\_ (\_\_) year(s):

- A. ( ) the District will contact the employee in the event a vacancy opens up in the same or similar position previously held;
- B. ( ) if employee returns to employment, s/he shall retain all accrued benefits, including any applicable sick leave accumulation and length of service credit accrued at the time of reduction;
- C. ( ) **[Add additional recall benefits if desired]** \_\_\_\_\_.

**(Note: Providing some level of recall benefits reduces the likelihood that reduction in force is a "termination" subject to the statutory grievance procedure.)**

**[END OF OPTIONS]**

Staff Furloughs

A furlough is a temporary reduction in hours for individuals or groups of employees that is intended to be of a short and predetermined duration, either in terms of days, weeks, or until the resumption of school operations. Furloughs differ from lay-offs in that a lay-off is of an indefinite, potentially permanent nature.

**In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming [Select one of the following options] ( ), the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board for consideration ( ) the District Administrator may temporarily reduce employee hours as necessary and shall inform the Board as soon as practicable regarding the actions taken and the plan for managing the circumstances. [End of Options]**

**Furloughs may be targeted to a particular department, building, or program. Furloughs may be used to reduce all employees' hours consistent with the District's needs while minimizing the impact on individual staff members. Generally speaking, furloughs should be administered in a way to avoid any employee from serving a**

**furlough period of a full week or more in a row, wherever possible. This may involve distributing furlough days or blocks of days shorter than a full week, spread out over a period of several weeks or months.**

**Furloughs may be unpaid if based on budgetary concerns, or employees may be allowed to use available accrued paid time off. Furloughs shall be used only in a manner consistent with any individual contract requirements, or other employee rights or benefits, such as FMLA benefits.**

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REPLACEMENT POLICY - VOL. 29, NO. 2 - USE OF TOBACCO AND NICOTINE BY SUPPORT STAFF
Code	po4215
Status	From Neola
Adopted	May 16, 2016

## **REPLACEMENT POLICY - VOL. 29, NO. 2**

### **4215 - USE OF TOBACCO AND NICOTINE BY SUPPORT~~PROFESSIONAL~~ STAFF**

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

It shall be a violation of this policy for any support staff of the District to use, consume, display, promote, or sell any tobacco products, tobacco industry brand, tobacco-related devices, imitation tobacco products, or electronic smoking or vaping devices, regardless of content at any time on school property or at off-campus, school-sponsored events. (.) The Board authorizes the District Administrator to take reasonable measures related to the Board's expectation that the promotion and display of tobacco and related products **on school property or at off-campus, school-sponsored events is prohibited.**

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

### **Exceptions**

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

FDA approved cessation products or tobacco dependence products are exempt from this policy for adults and staff eighteen years and older. Staff using such products and bringing them to any school property or school-sponsored activity are responsible for safekeeping of these products at all times and are responsible for assuring that no students are able to obtain access to these products.

(.) Instruction in the history and purpose of traditional tobacco that has been used as a part of faith and tradition in the Native American and American Indian communities is an exception to this policy.

### **Policy Specific Definitions**

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

The term "electronic smoking device" means any product containing or delivering nicotine, or any other substance, whether natural or synthetic, intended for human consumption through the inhalation of aerosol or vapor from the product. The term electronic smoking device includes, but is not limited to, devices manufactured, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vape pens, mods, tank systems, JUUL, or under any other product name or descriptor. The term electronic smoking device includes any component part of a product, whether or not marketed or sold separately, including but not limited to e-liquids, e-juice, cartridges, and pods.

The term "imitation tobacco product" means any edible non-tobacco product designed to resemble a tobacco product, or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, pouches containing flavored substances packaged similar to snuff, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.

The term "off-campus, school-sponsored event" means any event sponsored by the school or School District that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.

The term "school property" means all facilities and property, including land, whether owned, rented, or leased by the District, and all vehicles owned, leased, rented, contracted for, or controlled by the District used for transported students, staff and visitors.

The term "smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. "Smoking" also includes carrying or using an activated electronic smoking device.

The term "tobacco industry" means manufacturers, distributors or wholesalers of tobacco products, electronic smoking devices, or tobacco-related devices; this includes parent companies and subsidiaries.

The term "tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.

~~The Board of Education is committed to providing students, staff, and visitors with a tobacco and smoke free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second hand smoke, are well established. Further, providing a non smoking and tobacco free environment is consistent with the responsibilities of teachers and staff to be positive role models for our students. The Board also recognizes, however, the right of individuals under State law to use lawful products, including tobacco, during non working hours off District premises.~~

~~For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits the use of tobacco in any form on District premises, in District vehicles within any indoor facility owned or leased or contracted for by the District, and used to provide education or library services to children and at all District sponsored events.~~

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Legal                      111.321, Wis. Stats.  
                                  120.12(20), Wis. Stats.  
                                  20 U.S.C. 6081 et seq.  
                                  20 U.S.C. 7182

Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - CONFLICT OF INTEREST
Code	po4230
Status	From Neola
Adopted	May 16, 2016
Last Revised	April 27, 2020

### **REVISED POLICY - VOL. 29, NO. 2**

#### **4230 - CONFLICT OF INTEREST**

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

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

- A. No support employee, officer, or agent shall engage in or have financial or other interest, directly or indirectly, in any activity that conflicts or raises a reasonable question of conflict with his/her duties and responsibilities in the school system. This includes not only those interests that violate State criminal law, which typically requires at least \$15,000 in financial interest, but also lesser valued conflicts that nonetheless create the appearance of using one's public position to secure a private benefit.
- B. Support employees, officers, and agents shall not engage in business, private practice of their profession, the rendering of services, or the sale of goods of any type where advantage is taken of any professional relationship they may have with any employee, student, client, or parents of such students or clients in the course of their employment or professional relationship with the School District.

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

1. the provision of any private lessons or services for a fee, unless the provision of services is arranged outside of school and is separate from and in addition to regular support provided to students as part of the staff member's regular duties ( ) or the service is not provided to students enrolled in one or more class with a support staff member
2. soliciting on school premises or under circumstances which are coercive for the private sale of goods or services to students or other employees
3. the use, sale, or improper divulging of any privileged information about a student or client granted in the course of the employee's, officer's or agent's employment or professional relationship with the School District through his/her access to School District records
4. the referral of any student or client for lessons or services to any private business or professional practitioner if there is any expectation of reciprocal referrals, sharing of fees, or other remuneration for such referrals
5. the requirement of employees, students or clients to purchase any private goods or services provided by an employee, officer or agent or any business or professional practitioner with whom any employee, officer or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

- C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator **before** entering into any private relationship.
- D. Support employees shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.
- E. Support employees, officers, and agents shall not participate in the selection, award and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. "Dependent" includes the employee's spouse; unemancipated child, stepchild or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A "pecuniary interest" means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

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

[ ] However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, "nominal value" means that the gift has a monetary value of \$\_\_\_\_\_ or less. **[END OF OPTIONAL LANGUAGE]**

**[DRAFTING NOTE: Section 200.318 of Title 2 of the Code of Federal Regulations allows for non-Federal entities (Districts) to set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. In such a situation, "nominal value" must be defined. Nominal value is frequently defined as anything of a value less than \$25, however, local standards may differ.]**

- ~~F. To the extent that the School District has a parent, affiliate or subsidiary organization, including any charter school authorized by the Board regardless of whether it is an instrumentality of the District or not, that is not a State, local government or Indian tribe, the School District may not conduct a procurement action involving the parent, affiliate or subsidiary organization if the School District is unable, or appears to be unable, to be impartial.~~
- G. Support employees, officers, and agents must disclose any potential conflict of interest which may lead to a violation of this policy to the School District. Upon discovery of any potential conflict of interest, the School District will disclose, in writing, the potential conflict of interest to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

The District will also disclose, in a timely manner, all violations of Federal criminal law involving fraud, bribery, or gratuity that affect a Federal award to the appropriate Federal awarding agency or, if applicable, the pass-through entity.

- H. Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to

[ ] discipline in accordance with Policy 4139.

[ ] discipline as specified in the Employee Handbook.

[ ] the following disciplinary actions: [insert School District's disciplinary actions]

**[DRAFTING NOTE: The School District has discretion over the appropriate disciplinary actions. For example, the School District may suspend or terminate the individual's employment, transfer the individual, end the District's professional relationship with that individual, or temporarily re-assign the individual. All disciplinary actions must be in accordance with applicable Federal, State, and local law, as well as any applicable Board policy or employee handbook provisions.]**

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

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

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

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

Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
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Status	From Neola
Adopted	May 16, 2016
Last Revised	October 15, 2018

## **REVISED POLICY - VOL. 29, NO. 2**

### **4231 - OUTSIDE ACTIVITIES OF SUPPORT STAFF**

The Board ~~of Education directs the District Administrator to promulgate the following guidelines so that~~ expects support staff members ~~employees to may~~ avoid situations in which their personal interests, activities, and associations may conflict with the interests of the District. If such situations threaten an employee's effectiveness within the School ~~District System~~, the District Administrator shall ~~Board reserves the right to~~ evaluate the impact of such interest, activity, or association upon the support staff member's ~~an employee's~~ responsibilities. Staff members are expected to notify the District Administrator of their involvement in any outside organization, association, or the like if the staff member identifies himself/herself as a staff member of the District as part of his/her involvement, or if the staff member will receive compensation for any outside activities (refer also to Policy 4230 - Conflict of Interest).

- A. [ ] Staff members ~~Employees~~ should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. [ ] Staff members ~~Employees~~ shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. [ ] Staff members ~~Employees~~ shall not engage in business transactions on behalf of private enterprises in which s/he may profit by virtue of his/her official position or authority or benefit financially from confidential information which the staff member ~~employee~~ has obtained or may obtain by reason of his/her position or authority.
- D. [ ] Staff members ~~Employees~~ shall not campaign on school property on behalf of any political issue or candidate for local, State, or National office.
- E. [ ] Staff members ~~Employees~~ should avoid conduct and associations outside the school which, if known, could have an adverse or harmful effect upon the school community.
- F. [ ] Staff members ~~Employees~~ should refrain from expressions that would disrupt harmony among their co-workers or interfere with the maintenance of discipline by school officials.

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po4362.01
Status	From Neola
Adopted	May 16, 2016

### **REVISED POLICY - VOL. 29, NO. 2**

#### **4362.01 - THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

The Board ~~of Education~~ believes that a staff member should be able to work in an environment free of threatening speech or actions.

Threatening behavior consisting of any words or deeds that intimidate, or are intended to intimidate, a staff member or are reasonably likely to cause ~~concern for anxiety concerning~~ his/her physical and/or psychological well-being is strictly forbidden. Such actions by any Any student, parent, visitor, staff member, Board member, contractor, or agent of the ~~is~~ Board is prohibited, and the Board authorizes appropriate corrective and remedial action including disciplinary action where appropriate, referral to law enforcement, or pursuit of other remedies, including injunctive relief if appropriate. ~~who is found to have threatened a member of the staff will be subject to discipline and reported to the appropriate law enforcement authorities. This policy should be read consistent with and in conjunction with school safety and the mandatory reporting of threats of violence in Policy 8462.01 - Threats of Violence.~~

[\_] The District Administrator ~~may~~ shall ~~administer~~ implement guidelines to implement procedures for complaints and for investigation, as well as resolution of complaints, ~~whereby students and employees understand this policy and appropriate procedures are established for prompt and effective action on any reported incidents.~~

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Legal Chapter 947, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
Code	po5111
Status	From Neola
Adopted	June 20, 2016
Last Revised	November 18, 2019

## **REVISED POLICY - VOL. 29, NO. 2**

### **5111 - ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS**

The Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for purposes of attending the District's schools.
- B. The District shall not make residency determinations on the basis of an individual's alienage.
- C. The District shall consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District shall be permitted to complete their high school education tuition-free.
- E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program shall be accepted into the District's educational programs for up to two (2) classes if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District shall be accepted into the District's educational programs for up to two (2) classes if the Board determines there is sufficient space in the classes.
- G. A high school student who now resides in a different school district as a result of a reorganization under Chapter 117 and who has completed 9th and 10th grade at his/her former school district shall be allowed to complete his/her education at the former school district. The school board of residence shall pay the student's tuition, and if the parent has paid such tuition, the resident board shall reimburse the parent, upon request of the parent, within three (3) years. The school of attendance shall count the student in its membership.
- H. If a parent (or adult student) presents information to the District certifying that the parent (or adult student), his/her child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the Board shall use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District shall place a copy of any certification provided by the parent in the enrollment files.



- I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements unless a court order specifies a different District of attendance.
- J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.
- K. Students whose parents reside in the State but do not reside within the District, but who present evidence that they will move into the District within nine (9) school weeks~~a short period of time~~, may enroll in the schools of this District as tuition students for the time not in residence. Tuition will be refunded in accordance with State law.
- L. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.
- M. Tuition students may be accepted in accordance with State law and the approval of the District Administrator.
- N. Nonresidents may be accepted into the District's Adult Education classes upon payment of the appropriate fees.
- O. Nonresident students may be accepted into the District's Summer or Interim Session School Program upon payment of appropriate fees.
- P. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the Board determines there is sufficient space in the classroom.
- Q. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.
- R. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll.  The District Administrator may choose whether to enroll the student.  In the event that the District Administrator intends to enroll a student during the term of an expulsion order issued by another Wisconsin public school district, the enrollment must be approved by the Board.  All requests to enroll received by a student that has been expelled from another Wisconsin public school district must be brought before the Board to approve or deny.

2. If the student has been expelled by a public school in another state or by a Wisconsin charter school,  the District Administrator  the Board may choose to enroll the student, but if the decision is not to enroll the student, the Board must determine that the conduct giving rise to expulsion would have been grounds for expulsion from the District under Policy 5610. The student, or if the student is a minor, the student's parent, shall request that the governing body of the charter school or the public school in another state provide the Board with a copy of the expulsion findings and order, a written explanation of the reasons why the student was expelled, and the term of the expulsion.

### 3. Conditional Enrollment

If a student has been expelled by another Wisconsin or out-of-state public school district, and will not be otherwise enrolled under this policy, the student may be enrolled during the period of expulsion if the Board,  following input from the District Administrator, sets forth one (1) or more conditions of enrollment that are related to the reasons for the student's expulsion, and which are agreed to by the student, or if the student is a minor, the student's parents. Acceptance of the enrollment conditions is evidenced by continued enrollment during the period of expulsion. The Board may specify in a written order one (1) or more enrollment conditions instead of, or in addition to, any early reinstatement conditions, if any, imposed by the board that expelled the student instead of, or in addition to, any conditions imposed, if any, by the out-of-state public school that expelled the student. Any enrollment conditions must relate to the reasons for the student's expulsion and may not extend the term of expulsion specified in the expulsion order. The School District Clerk shall mail two (2) copies of the order to the student or, if the student is a minor, to the student's parent. The expelled student or, if the student is a minor, the student's parent shall sign and return one (1) copy of the order to the Board. Within fifteen (15) days after the date on which the order is issued, the expelled student or, if the student is a minor, the student's parent may appeal the determination regarding whether an enrollment condition specified in the order is related to the reasons for the student's expulsion to the Board. The decision of the Board regarding that determination is final and not subject to appeal. If the District Administrator determines that the student has met the enrollment conditions established in a written order, the District Administrator may grant the student conditional enrollment in

a school in the District. The determination of the District Administrator is final.

- a. If a student granted conditional enrollment violates an enrollment condition that the student was required to meet after his/her conditional enrollment, but before the expiration of the term of expulsion, the District Administrator may revoke the student's conditional enrollment. Before revoking the student's conditional enrollment, the District Administrator shall advise the student of the reason for the proposed revocation, including the enrollment condition alleged to have been violated, provide the student an opportunity to present his/her explanation of the alleged violation, and make a determination that the student violated the enrollment condition and that revocation of the student's conditional enrollment is appropriate. If the District Administrator revokes the student's conditional enrollment, the District Administrator shall give prompt written notice of the revocation and the reason for the revocation, including the enrollment condition violated, to the student and, if the student is a minor, to the student's parent. Within five (5) school days after the revocation of a student's conditional enrollment, the student, or if the student is a minor, the student's parent may request a conference with the District Administrator who shall be someone other than a principal, administrator, or teacher in the student's school. If a conference is requested, it shall be held within five (5) school days following the request. If, after the conference, the District Administrator finds that the student did not violate an enrollment condition or that the revocation was inappropriate, the student shall be enrolled in school under the same enrollment conditions under the order previously issued and the conditional enrollment revocation shall be expunged from the student's record. If the District Administrator finds that the student violated an enrollment condition and that the revocation was appropriate, s/he shall mail separate copies of the decision to the student and, if the student is a minor, to the student's parent. The decision of the District Administrator is final.
- b. If a student's conditional enrollment is revoked, the student's expulsion shall continue to the expiration of the term of the expulsion specified in the expulsion order unless the student or, if the student is a minor, the student's parent and the school board that expelled the student, or the independent hearing panel or independent hearing officer, or the out-of-state public school, agree, in writing, to modify the expulsion order.

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Legal

- 118.51, Wis. Stats.
- 118.52, Wis. Stats.
- 120.13(1), Wis. Stats.
- 121.77, Wis. Stats.
- 121.78(2)(a), Wis. Stats.
- 121.81, Wis. Stats.
- 121.84, Wis. Stats.
- 42 U.S.C. 11431, et. seq.
- 118.53, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - GRADUATION REQUIREMENTS
Code	po5460
Status	From Neola
Adopted	June 20, 2016
Last Revised	November 18, 2019

**REVISED POLICY - VOL. 29, NO. 2**

**5460 - GRADUATION REQUIREMENTS**

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

A student ~~must~~ **may** earn \_\_\_\_ (\_\_\_) credits, including the credit requirements set by State statute, to be eligible to receive a diploma, provided all other requirements as determined by the State and the Board are met. The Board requires the following credit requirements for a diploma:

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Health	0.5 credits
Physical Education	1.5 credits
Electives	_____ credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in curriculum relating to financial literacy in order to earn a diploma.

In accordance with State law, a Board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.

**[ ]** A student must successfully complete the community service requirement in order to receive a high school diploma.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

**[DRAFTING NOTE: ANY OF THE FOLLOWING STATUTORY OPTIONS MAY BE INCLUDED IN THIS POLICY.]**

**[OPTION #1 - The State statute permits, but does not require, the Board to allow students to use a physical activity to substitute for a 0.5 credit of physical education with the completion of a 0.5 credit of academic subjects.]**

**[ ] Physical Education Credits**

Students who have participated in interscholastic athletics,  marching band,  cheerleading, or  **[additional activities may be added]** for at least **[specify period of involvement required]** as defined in the \_\_\_\_\_ handbook, while enrolled in grades  nine (9),  ten (10),  eleven (11) and  twelve (12), and as documented by the \_\_\_\_\_ **[athletic director, assistant principal, guidance counselor, etc.]**  and approved by the principal, may be excused from 0.5 credits of the high school physical education requirement, provided they take an additional 0.5 credit in English, social studies, mathematics, science, or health education, at their choosing.

The Board may grant, upon a student's request, permission for that student to take an additional 0.5 credit in English, social studies, mathematics, science, or health education towards high school graduation requirements in lieu of 0.5 credits in physical education based on the student's participation in an organized physical activity the Board deems appropriate for this purpose. The student's participation in such organized school activity must meet the stated requirements of the Board in terms of duration of participation and verification of same.

**[END OF OPTION #1]**

**[OPTION #2: The State statute permits, but does not require, the Board to allow students to earn high school graduation credits while enrolled in middle school.]**

**[ ] Graduation Credit as a Middle School Student**

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

Credit may be earned in **(must select one (1) of the following:)**  any subject area meeting the requirements under this policy  any of the core required course areas of English, social studies, mathematics, science, physical education, or health  any course qualifying for credit in an elective area.

Courses taken by middle school students for high school credit shall appear on the students' high school transcript, along with the grade received  **[RECOMMENDED]** however the grade and class will not be factored into the students' high school grade point average  and the class will be factored into the students' high school grade point average.

When classes are held at the high school, appropriate transportation shall be arranged **[CHOOSE ONE]**  by the student's parent  by the middle school principal  by the District **[END OF OPTIONS]** prior to a student being enrolled in an approved course at the high school.

The Board directs the District Administrator to develop appropriate courses after determining annually whether sufficient student interest and appropriate staffing justifies offering such course(s). The District Administrator shall establish procedures to determine whether a middle school student is academically prepared to take any course approved for high school credit.

**[END OF OPTION #2]**

**[OPTION #3 - This option should be selected only if the Board does pass a resolution as required that permits credits to be earned in this fashion. The law then requires that the Board adopt policies and procedures setting forth the criteria.]**

**[ ] Portfolio Credits**

Board resolution adopted \_\_\_\_\_ **[date of adoption]** permits students to earn credit by demonstrating competency or by creating a learning portfolio. If a student meets the criteria established, the course will be listed on the student's high

school transcript and be used to meet the requirements for high school graduation.

A student may not earn more than half (1/2) of the credits required for high school graduation through this process.

The District Administrator shall develop procedures for how students may qualify for credit under this process.

**[END OF OPTION #3]**

**[OPTION #4: The State statute permits, but does not require, a Board to establish an alternative education program that is allowed to have its own graduation requirements as long as those requirements meet the minimum statutory credit requirements.]**

**Alternative Education Diploma**

The Board authorizes the District Administrator to establish an alternative diploma program for students who meet the requirements of State law but not the additional elective credit requirements established for attainment of a regular high school diploma from the District. An alternative education program is defined as an instructional program, approved by the Board, that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms, or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs. "Alternative educational program" does not include a private school or a home-based private educational program. (See Policy 2451)

The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

**[END OF OPTION #4]**

#### **Students With Disabilities**

Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. Committee may participate in graduation activities and may be awarded

a diploma (provided the student satisfied the District's high school graduation requirements). (see Policy 5460.01)

a certificate of attendance. (see Policy 5460.01)

#### **Graduation Activities and Ceremony**

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

#### **Policy Reporting and Review**

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal. ~~A student may be denied participation in graduation activities for disciplinary reasons and for non-payment of fees.~~

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

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Legal 115.28, 118.30, 118.33, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020



Book	Policy Manual
Section	Vol. 29, No. 2
Title	DELETE POLICY - VOL. 29, NO. 2 - BORROWING
Code	po6145
Status	From Neola
Adopted	July 18, 2016
Last Revised	July 17, 2017

**DELETE POLICY - VOL. 29, NO. 2**

**~~6145~~ **BORROWING****

~~Upon a two thirds (2/3's) affirmative vote of the entire membership of the Board of Education, the \_\_\_\_\_ shall prepare the data and applications regarding the borrowing of funds needed for the immediate operation of the District. Such borrowing shall be in accordance with the provisions of 67.12(8).~~

~~Quotations shall be solicited for all short term loans which the Board has authorized. Funds shall be borrowed from the responsible organization offering the most favorable terms, as approved by the Board.~~

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Legal	66.0607(7) Wis. Stats. 67.12, Wis. Stats.
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Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - GIFTS, GRANTS, AND BEQUESTS  
Code po7230  
Status From Neola  
Adopted November 21, 2016  
Last Revised December 19, 2016

**REVISED POLICY - VOL. 29, NO. 2**

**7230 - GIFTS, GRANTS, AND BEQUESTS**

The Board ~~of Education~~ is appreciative of public interest in, and goodwill toward, the schools manifested through gifts, grants, and bequests. The Board reserves the right, however, to specify the manner in which gifts are made; to define the type of gift, grant, or bequest which it considers appropriate; and to reject those which it deems inappropriate or unsuitable. If accepted, the Board will attempt to carry out the wishes of the donor.

The Board shall not discriminate in the ~~approval~~~~acceptance~~ and administration of gifts, grants, and bequests on the basis of ~~sex~~, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, ~~sex (including transgender status, change of sex, or gender identity)~~, or physical, mental, emotional, or learning disability ("Protected Classes"). Complaints of discrimination in the acceptance or administration of gifts, grants, or bequests are governed by the complaint procedure outlined in Policy 2260.

**[ ] OPTION #1]**

All gifts, grants, or bequests that are accepted will be acknowledged by the Board at a Board meeting.

**[ ] OPTION #2]**

All gifts, ~~grants~~, or bequests having a value of more than \$\_\_\_\_\_ that are approved by the Board~~accepted~~ will be formally acknowledged by the Board at a Board meeting. The District Administrator may accept for the Board, gifts or bequests of lesser value on the Board's behalf.

Board approval is required for all grants having a value of more than \$\_\_\_\_\_. The District Administrator may approve grants of lesser value on the Board's behalf.

**[END OF OPTIONS]**

The Board shall provide written acknowledgment to the donor of any accepted cash donation of \$\_\_\_\_\_ ~~250~~ or more and any non-cash donation the value of which is \$\_\_\_\_\_ ~~250~~ or more. Such acknowledgment shall include the amount of cash or a description of any non-cash donation along with a good faith estimate of the value of such non-cash donation.

The Board shall provide any donor with appropriate tax forms in compliance with the requirements of the Internal Revenue Code.

Gifts, grants, and bequests shall become the property of the Board and will be subject to use by the District as determined by the policies and administrative guidelines applying to all properties, equipment, materials, and funds owned by the Board, subject to the Board's effort to comply with any specific wishes of the donor.

Any equipment purchased by a parent organization for use in the school, on District property, or at a District-related event with a value of \$ \_\_\_\_\_ or more shall be submitted to the Board for approval, prior to purchase (.), so it can determine if the District would incur any liability by its use.

[.] The Board reserves the right to refuse to accept such liability and thus prohibit the use of the equipment by students or District employees during any District-sponsored activity or on any property owned, leased, or used by the District.

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Legal	118.13 Wis. Stats.
	118.27, Wis. Stats.
	I.R.C. 170(f)(8)
	I.R.C. 170(f)(12)
	Title VI, Civil Rights Act of 1964
	Title IX, Education Amendments of 1972
	Section 504, Rehabilitation Act of 1973
	Americans with Disabilities Act

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Book	Policy Manual
Section	Vol. 29, No. 2
Title	REVISED POLICY - VOL. 29, NO. 2 - ANIMALS ON DISTRICT PROPERTY
Code	po8390
Status	From Neola

### **REVISED POLICY - VOL. 29, NO. 2**

#### **8390 - ANIMALS ON DISTRICT PROPERTY**

The Board recognizes that there are many occasions when animals are present on District property and many reasons for those animals' presence. Animals are commonly utilized by teachers during classroom presentations and are often housed in classrooms and other locations on campus. Additionally, employees, students, parents, vendors, and other members of the public may be accompanied at school by a service animal in accordance with Federal and State law and this policy.

This policy shall apply to all animals on District property.

#### **Definitions**

- A. **"Animal"**: Includes any living creature that is not a human being.
- B. **"Service animal"**: any guide dog, signal dog, or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

The Americans with Disabilities Act (ADA) has also specifically defined a miniature horse as an animal that can serve as a service animal, so long as the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. To better determine whether the Board must allow for the use of a miniature horse or make modifications to buildings, the Board should refer to Section 35.136 (c) through (h) of the ADA.

- C. ( ) **"Emotional Support Animal"**: Emotional support animals provide comfort to individuals but are not trained to perform a specific job or tasks. This definition does not include psychiatric service animals who are properly trained and certified as a "service animal". See 28 C.F.R 36.104
- D. (.) **"Therapy Dog"**: Therapy dogs are dogs who go with their owners to volunteer in settings such as schools, hospitals, and nursing homes for the purpose of providing affection and comfort to aid in a particular purpose, such as healing, or learning. A therapy dog in a school setting services the function of assisting students in the learning process while providing comfort and affection to specific students or to a group of students. Therapy dogs are not service dogs and do not have the same special access as service dogs. (source: American Kennel Club/AKC)

**[NOTE: The following section should be included in the policy only if the District intends to require this of every animal brought onto District property for official purposes or on a regular/recurring basis.]**

**[ ] Vaccination, Licensing and/or Veterinary Requirements**

Animals housed on District property or brought on District property for any school purpose, such as to conduct random searches for illegal substances or to support classroom activities, or brought on to District property on a regular basis for any purpose, including service animals, must meet every veterinary requirement set forth in State law and County regulation/ordinance, including but not limited to rabies vaccination or other inoculations required for the animal to be properly licensed.

**[END OF OPTION #1]**

**Non-Service Animals in Schools and Elsewhere on District Property**

Animals permitted in schools and elsewhere on District property shall be limited to those necessary to support specific curriculum-related projects and activities, those that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), or those that serve as service animals as required by Federal and State law.

Taking into consideration that some animals can cause or exacerbate allergic reactions, spread bacterial infections, or cause damage and create a hazard if they escape from confinement, the Principal may permit non-service animals to be present in classrooms to support curriculum-related projects and activities only under the following conditions:

- A. the staff member seeking approval to have a non-service animal in his/her classroom shall:
  - 1. provide a current satisfactory health certificate or report of examination from a veterinarian for the animal, if required by applicable law or ordinance;
  - 2. take precautions deemed necessary to protect the health and safety of students and other staff;
  - 3. ensure that the animal is treated humanely, keeping it in a healthy condition and in appropriate housing (e.g., a cage or tank) that is properly cleaned and maintained;
  - 4. keep the surrounding areas in a clean and sanitary condition at all times; and
- B. other staff members and parents of students in areas potentially affected by animals have been notified in writing and adjustments have been made to accommodate verified health-related or other concerns.

Except where required by law, the presence of a non-service animal shall be disallowed if documented health concerns of a student or staff member cannot be accommodated.

**( ) Emotional Support Animals for Students**

An emotional support animal is not granted the same access to school buildings and classrooms, as service animals. The District is not required to grant students' requests that they be permitted to bring an emotional support animal to classes or on school grounds for any purpose. ( ) The District Administrator may grant a student use of emotional support animal on a case-by-case basis if necessary and not disruptive to the environment or other students.

[OPTION FOR ALLOWING CERTIFIED THERAPY DOGS ON DISTRICT GROUNDS]

(.) Therapy Dogs

Therapy dogs are the personal property of the handler and are specially trained to help all students in the assigned classroom, program, or school. Authorization for a therapy dog to be on District grounds may be granted by the (.) District Administrator (.) building principal (.) \_\_\_\_\_ [END OF OPTIONS] provided the following conditions are met each year:

- A. Documentation of certification as a therapy dog from the AKC, Intermountain Therapy Animals (R.E.A.D.), Alliance of Therapy Dogs, Bright and Beautiful Therapy Dogs, Love on a Leash, Pet Partners, Therapy Dogs International, or another certification program recognized by the AKC.
- B. Documentation of an educational purpose for the therapy dog and a regular appraisal period for continuation.

- C. Documentation that the therapy dog is not younger than one (1) year-old and is properly licensed according to local requirements.
- D. Documentation from a licensed veterinarian that the therapy dog is current on its vaccinations and immunizations, is free of fleas and ticks, is in good health, is housebroken, and does not pose a danger to the well-being of students or staff.
- E. Documentation of an insurance policy that provides liability insurance for the therapy dog while on District grounds.
- F. Documentation that the handler has completed a background check consistent with Board policy and is prepared to be solely responsible for the therapy dog, its care, cleaning, feeding, and cleanup while on District grounds.
- G. Agreement that the therapy dog and handler will abide by school rules and any specific rules for the therapy dog's presence on District grounds.

Authorization for a therapy dog to be on District grounds will be suspended if the therapy dog is the source of an allergic reaction, causes discomfort or distress of a student or staff member, shows aggression or disruptive behavior, relieves itself inappropriately, or otherwise interferes with the learning environment. Reinstatement of authorization for the therapy dog to be on District grounds requires approval by the (.) District Administrator (.). Authorization for a therapy dog to be on District grounds may be withdrawn at any time by the District Administrator.

[END OF OPTION]

### **Service Animals for Students**

A service animal is permitted to accompany a student with a disability to whom the animal is assigned anywhere on the school campus where students are permitted to be.

A service animal is the personal property of the student and/or parents. The Board does not assume responsibility for training, daily care, or healthcare of service animals. The Board does not assume responsibility for personal injury or property damage arising out of or relating to the presence or use of service animals on District property or at District-sponsored events.

A service animal that meets the definitions set forth in the ADA and this policy shall be under the control of the student with a disability, or a separate handler if the student is unable to control the animal. A service animal shall have a harness, leash, or other tether, unless either the student with a disability is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the student's control (e.g., voice control, signals, or other effective means), or under the control of a handler other than the student.

If the student with a disability is unable to control the service animal and another person serves as the animal's handler, that individual shall be treated as a volunteer and, as such, will be subject to Policy 8120.

### **Removing and/or Excluding a Student's Service Animal**

If a service animal demonstrates that it is not under the control of the student or its handler, the Principal is responsible for documenting such behavior and for determining if and when the service animal is to be removed and/or excluded from school property.

Similarly, in instances when the service animal demonstrated that it is not housebroken, the Principal shall document such behavior and determine whether the service animal is to be removed and/or excluded from school property.

The Principal should notify the District Administrator **prior to or as soon thereafter as is practicable** when a service animal has been removed and/or excluded, and, immediately subsequent to such notification, document the reasons for the removal and/or exclusion.

The Principal's decision to remove and/or exclude a service animal from school property may be appealed in accordance with the complaint procedure set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity.

The procedures set forth in Policy 2260 – Nondiscrimination and Access to Equal Educational Opportunity do not interfere with the rights of a student and his/her parents or an eligible student to pursue a complaint of legally prohibited discrimination with the United States Department of Education's Office for Civil Rights or the Department of Justice.

### **Eligibility of a Student's Service Animal for Transportation**

A student with a disability shall be permitted to access School District transportation with his/her service animal. There may also be a need for the service animal's handler, if the handler is someone other than the student, to also access School District transportation.

When a service animal is going to ride on a school bus owned, leased, or contracted for by the District, the student and his/her parents, or eligible student, and the handler, if s/he is someone other than the student, shall:

**[CHOOSE OPTION #1 OR OPTION #2]**

**[ ] [OPTION #1]**

meet with the  Principal  Transportation Supervisor  \_\_\_\_\_ to discuss critical commands needed for daily interaction and emergency/evacuation, and to determine whether the service animal should be secured on bus/vehicle with a tether or harness.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet.

**[END OF OPTION #1]**

**[ ] [OPTION #2]**

at the discretion of the  Principal  Transportation Supervisor  \_\_\_\_\_, an orientation will take place for students and staff who will be riding the bus/vehicle with the service animal regarding the animal's functions and how students should interact with the animal.

The service animal shall board the bus by the steps with the student, not a lift, unless the student uses the lift to enter and exit the bus. The service animal must participate in bus evacuation drills with the student.

While the bus is in motion, the service animal shall remain positioned on the floor, at the student's feet. A determination shall also be made regarding whether the service animal should be secured on the bus with a tether or harness.

**[END OF OPTION #2]**

Situations that would cause cessation of transportation privileges for the service animal include:

- A. the student, or handler, is unable to control the service animal's behavior, which poses a threat to the health or safety of others; or
- B. the service animal urinates or defecates on the bus.

The student and his/her parents shall be informed of behaviors that could result in cessation of transportation privileges for the service animal, in writing, prior to the first day of transportation.

If it is necessary to suspend transportation privileges for the service animal for any of the above reasons, the decision may be appealed to the

- Transportation Supervisor.
- Principal.
- \_\_\_\_\_.

Although transportation may be suspended for the service animal, it remains the District's responsibility to transport the student. Furthermore, unless the behavior that resulted in the service animal's removal from the bus is also documented during the school day, the service animal may still accompany the student in school.

**Service Animals for Employees**

In accordance with Policy 1623, Policy 3123, and Policy 4123 - -Section 504/ADA Prohibition Against Disability Discrimination in Employment, the Board provides qualified individuals with disabilities with reasonable accommodation(s). An employee with a disability may request authorization to use a service animal while on duty as such an accommodation. The request will be handled in accordance with the ADA mandated interactive process.

## **Service Animals for Parents, Vendors, Visitors, and Others**

Individuals with disabilities who are accompanied by their service animals are permitted access to all areas of the District's facilities where members of the public, as participants in services, programs or activities, as vendors, or as invitees, are permitted to go. Individuals who will access any area of the District's facilities with their service animals should follow the building's standard visitor registration procedures and are encouraged to notify the Principal that their service animal will accompany them during their visit.

An individual with a disability who attends a school event will be permitted to be accompanied by his/her service animal in accordance with Policy 9160 - Public Attendance at School Events.

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Legal

28 C.F.R. 35.104, 28 C.F.R. 35.136

Wis. Stat. 106.52, Section 504 of the Rehabilitation Act of 1973 (Section 504)

The Americans with Disabilities Act (ADA)

The Individuals with Disabilities Education Act (IDEA)

Last Modified by Steve LaVallee on October 2, 2020



Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - INSURANCE  
Code po8710  
Status From Neola  
Adopted November 21, 2016

**REVISED POLICY - VOL. 29, NO. 2**

**8710 - INSURANCE**

The Board shall purchase, with District funds, the type and amount of insurance necessary to protect the District from major financial losses.

Insurance purchased shall include, but need not be limited to, the following:

- A.  negligent acts or omissions which cause personal injury or wrongful death
- B.  fire and extended coverage on buildings and contents
- C.  comprehensive bodily injury, property damage on automobiles, buses, and trucks
- D.  boiler and machinery
- E.  special coverage for equipment not ordinarily covered under a standard policy
- F.  employee insurance coverage as specified by Board action
- G.  worker's compensation coverage
- H.  legal liability for Board members and employees

Contractors

The Board shall require that all contractors performing services on District property, or as part of a District program, are covered by appropriate insurance coverage for the activity and, wherever possible, that the contractor includes the District as an additional insured party on the contractor's policies. The Board shall also require that contractors performing work on any public works projects cover those projects with payment and performance bonds as may be required by law.

~~Insurance for a given coverage shall be obtained at the lowest possible cost, assuming that service and company reliability are satisfactory. The \_\_\_\_\_ shall administer the insurance program.~~

120.12(56), 779.14, Wis. Stats.

Legal

120.12(6), 779.14, Wis. Stats.

Last Modified by Steve LaVallee on October 2, 2020



Book Policy Manual  
Section Vol. 29, No. 2  
Title REVISED POLICY - VOL. 29, NO. 2 - FRAUD  
Code po8900  
Status From Neola  
Adopted November 21, 2016

**REVISED POLICY - VOL. 29, NO. 2**

**8900 - FRAUD**

The Board ~~of Education~~ is committed to protecting the financial assets of the District. Fraudulent behavior by School District employees, any contracted entity, or other individual will not be tolerated.

Fraudulent behavior includes, but is not limited to, theft, embezzlement, lying or providing false information to obtain a material benefit, including falsification of employee time records or other manipulation of time records to obtain compensation for time not worked, purchasing property for personal use with School Board funds, and inappropriate personal use of School Board property.

All employees have an obligation to report fraud to their supervisor or directly to the District Administrator, or to the Board President when a fraud report concerns the District Administrator. The failure to report known fraudulent actions or actions that reasonably appear to be fraudulent may be grounds for discipline.

The District Administrator, in cooperation with the auditors and District staff, will provide appropriate internal controls to diminish the opportunities for theft, embezzlement, and other fraudulent acts by employees.

All allegations of fraud will be investigated by appropriate District staff and will be reported to law enforcement if or when there is reason to believe a criminal offense has been committed.

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Last Modified by Steve LaVallee on October 2, 2020



Skyward Entry						
Situation	Time Off Code	Reason	Description Box	Documentation	Act	Entitlement
<p><b>Employee</b> is quarantined due to close contact or isolated because:  have COVID symptoms  -or-  needs to be tested  -or-  has tested positive  -and-  <b>cannot work from home</b></p>	Sick Leave	Emergency Paid Sick Leave Act	Indicate that you are sick with COVID-19 or are under quarantine	<p>In a letter or email to your supervisor and Carmen O'Brien, list governmental agency ordering quarantine/isolation  -or-  Provide the name of the healthcare professional advising the quarantine and the date the advice was given  -or-  List your symptoms and provide the name of the facility where you are seeking a medical diagnosis (you must take steps to obtain a medical diagnosis)  -and-  indicate the date your quarantine/isolation started and the date it will end</p>	EPSLA	up to 10 paid workdays that does not come off the regular time off benefit (pay may not exceed \$511/day)
<p><b>Family member</b> is quarantined due to close contact or isolated because:  have COVID symptoms  -or-  needs to be tested  -or-  has tested positive  -and-  <b>employee needs to care for them</b>  -and-  <b>employee cannot work from home</b></p>	Sick Leave	Emergency Paid Sick Leave Act	Indicate that a family member is sick with COVID-19 or under quarantine	<p>In a letter or email to your supervisor and Carmen O'Brien, provide the person's name, relation to you, and the reason that care is necessary. The person must be part of your immediate family, reside in your home, or is someone whose relationship with you creates an expectation of care.    Indicate the date the quarantine/isolation started and the date it will end</p>	EPSLA	up to 10 workdays that does not come off the regular time off benefit at 2/3 pay (pay may not exceed \$200/day)
<p><b>Employee</b>  has a bona fide need to care for children (&lt; 14 years old) due to a closure for COVID related reasons  -and-  <b>cannot work or telework</b></p>	Sick Leave	Emergency FMLA Expansion Act	Indicate that you must care for your child/ren due to a closure	<p>In a letter or email to your supervisor and Carmen O'Brien,  -the dates for which you request leave  -the reason for leave  -a statement that you are unable to work because of that reason  -the name of your child  -the name of the school or place of care that has closed  -a statement that no other suitable person is available to care for your child</p>	EFMLEA	after 2 unpaid weeks, 2/3 regular pay for up to 10 weeks (pay may not exceed \$200/day). Time used will count toward the 12 total allowable FMLA weeks per school year.
<p><b>Employee</b> is quarantined due to close contact or isolated because:  has COVID symptoms  -or-  needs to be tested  -or-  has tested positive  -and-  <b>can continue to work from home</b></p>	WFH H or WFH D	COVID	Indicate if a quarantine or isolation order and the supervisor authorizing the WFH (i.e. Quarantine per C. O'Brien)	<p>In a letter or email to your supervisor and Carmen O'Brien, list  -the governmental agency ordering the quarantine/isolation  -indicate the date your quarantine/isolation started and the date it will end  -the date you are able to return to work in person  -if you are seeking a medical diagnosis (COVID test)</p>	no law, SDM approved	Approved on a case-by-case basis. Not all employees are able to do their work from home or telework.
<p><b>Employee or Family Member</b> is sick and wishes to use their banked sick leave</p>	Sick Leave	Appropriate reason	If it is COVID related, please indicate so that administration is aware	<p>If less than five (5) consecutive days, no documentation needed    If over five (5) consecutive days, supervisor may require medical documentation</p>	no law, SDM benefit	the days/hours will be deducted from your bank of sick leave
<p><b>Employee</b> wishes to use PTO</p>	Paid Time Off	Appropriate reason	If it is COVID related, please indicate so that administration is aware	None needed	no law, SDM benefit	the days/hours will be deducted from your bank of PTO
<p><b>Employee</b> may request unpaid leave of absence</p>	Unpaid Leave	Administratively Approved Leave		<p>In a letter or email to your supervisor, Carmen O'Brien, and Melanie Oppor  -your name  -the dates for which you request leave  -the reason for leave    Written approval from the District Office will document the terms of the unpaid time off</p>		No pay is issued for the approved time



# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

October 13, 2020

Dear School District of Manawa Staff,

Keeping our staff and students safe and healthy is our number one priority. We are excited to announce that we are able to provide **free rapid COVID-19 test results for our staff and staff members' families**. One challenge to keeping our schools open and learning models intact is the length of time it takes to get COVID-19 test results to determine if a teacher or staff member needs to quarantine or can safely return to the classroom. Finding substitute teachers and support staff can be difficult.

To help solve this problem, **Cooperative Educational Service Agency 6 (CESA 6)**, a non-profit serving the School District of Manawa that provides solutions to school systems to maximize success, has partnered with **Froedtert & the Medical College of Wisconsin** and **Wisconsin Diagnostic Laboratories (WDL)**. The partnership will make rapid testing and results available to 39 school districts (of which the SDM is one) from the Fox Valley south to Dodge and Washington Counties. Find test sites and information on how to schedule a test at: [cesa6.org/covid19-rapid-tests](https://cesa6.org/covid19-rapid-tests).

### When and How to Get Tested

If a staff member or staff household member has symptoms of COVID-19 (cough, shortness of breath, fever, chills, sore throat, runny nose, muscle pain, headache and new loss of taste or smell), they should contact Carmen O'Brien at [cobrien@manawaschools.org](mailto:cobrien@manawaschools.org) or 920-596-5332 during normal school hours. If you are unable to reach Mrs. O'Brien, please contact Melanie Oppor at [moppor@manawaschools.org](mailto:moppor@manawaschools.org) or 920-596-5300 to request testing. If the District approves the test, the District will pay for the test and staff will follow an easy four-step process:

1. Schedule the test (Easy online link provided by Mrs. O'Brien for scheduling your own appointment).
2. Print and complete the testing consent form.
3. Bring the form and a valid ID to a testing site and take the test within minutes.
4. Get the test results by the end of the day or within 24 hours.

We are pleased to offer this service to our SDM staff and their families. We believe getting results faster will help us make critical quarantine decisions faster and assist with contact tracing to stem the spread of COVID-19. Rapid testing will make it easier for all of us to keep doing our jobs to the best of our ability and keep **all** students learning and achieving!

If you have any questions, please contact Carmen O'Brien or me directly. Thank you.

Sincerely,

Dr. Melanie J. Oppor  
District Administrator

---

#### School District of Manawa

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2525  
Fax: (920) 596-5308

#### Little Wolf High School

#### Manawa Middle School

515 E. Fourth St  
Manawa, WI 54949

Phone: (920) 596-2524  
Fax: (920) 596-2655

#### Manawa Elementary

800 Beech Street  
Manawa, WI 54949

Phone: (920) 596-2238  
Fax: (920) 596-5339

#### ManawaSchools.org



/ ManawaSchools



/ ManawaSchools



# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

## Testing Sites

CESA 6 is slated to tentatively open its drive-through testing site at 2300 Highway 44 on Thursday, October 15. Five additional testing sites are being set up and more details about their launch dates will be shared as soon as available at [cesa6.org/covid19-rapid-tests](https://cesa6.org/covid19-rapid-tests). Additional sites may be added in the future.

**CESA 6**  
2300 Highway 44  
Oshkosh, WI 54904  
(920) 236-0563  
**Hours:**  
M - 9:00 am-3 pm  
T/TH - 12:00-4:00 pm  
W/F - 8:00 am-12:00 pm

**Hartford Jt. 1  
Rossman Elementary School**  
675 East Rossman  
Hartford, WI 53027  
(262) 673-8042  
**Hours:**  
M-F - 9:00-11:00 am

**North Greenville Elementary School**  
N2468 Learning Way  
Greenville, WI 54942  
(920) 757-7160  
**Hours:**  
M-F - 7:00-9:00 am

**Kimberly Health & Wellness Center**  
(next to Administration Building)  
419-1 S. Washington St.  
Combined Locks, WI 54113  
(920) 788-7900  
**Hours:**  
M/T/TH - 7:00-9:00 am  
W/F - 10:00-11:00 am

**Lomira School District  
Door 30**  
1030 Fourth St.  
Lomira, WI 53048  
(920) 269-4396  
**Hours:**  
M/T/F - 9:00 am - 12:00 pm

**Menasha High School Calder Stadium**  
600 11th St.  
Menasha, WI 54952  
(920) 967-1403  
**Hours:**  
M-F - 10:00 am-1:00 pm

**School District of Manawa**  
800 Beech Street  
Manawa, WI 54949  
Phone: (920) 596-2525  
Fax: (920) 596-5308

**Little Wolf High School  
Manawa Middle School**  
515 E. Fourth St  
Manawa, WI 54949  
Phone: (920) 596-2524  
Fax: (920) 596-2655

**Manawa Elementary**  
800 Beech Street  
Manawa, WI 54949  
Phone: (920) 596-2238  
Fax: (920) 596-5339

**ManawaSchools.org**



/ ManawaSchools



/ ManawaSchools

# COVID-19 RAPID TESTING

## 24-HOUR RESULTS!

EXCLUSIVELY FOR STAFF  
& FAMILIES OF STAFF



CESA 6, in partnership with:



School/district staff and their family members are able to receive COVID-19 Rapid Testing in the CESA 6 area with results provided within 24 hours, thanks to CESA 6's partnership with Froedtert & Medical College of WI and Wisconsin Diagnostic Laboratories.

## INFORMATION:

- 1** Participants may receive testing at their location, or another participating location in the area. Find locations, forms and information on how to register at: [cesa6.org/covid19-rapid-tests](https://cesa6.org/covid19-rapid-tests).
- 2** Register for your appointment and print the necessary forms provided.
- 3** Bring your completed test consent form and a valid ID to the testing site at your scheduled time.
- 4** Receive your COVID-19 rapid test and find out your results the **SAME DAY.**

## TESTING INFORMATION FOR THIS SITE:

### LOCATION DETAILS

### CONTACT INFORMATION

## WHAT TO EXPECT:

Staff will be wearing protective gear and gloves as they administer a swab test, Polymerase Chain Reaction (PCR), or Nucleic acid amplification test (NAAT). This type of testing, also called viral testing, is done by swabbing the nose or mouth. You may feel some discomfort during this short testing process. A test detects if you have the virus at the time you take the test. It does not test for immunity or if you had the virus in the past.



Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS
Code	po7250
Status	Active
Adopted	November 21, 2016

#### 7250 - **COMMEMORATION OF EXCEPTIONAL INDIVIDUALS/GROUPS**

From time-to-time, the Board of Education may wish to honor a person or a group by affixing a plaque or naming a school or District facility. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, state, or nation.

Any employee of the District thus honored must be no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

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Last Modified by Kayla Reichley on September 9, 2019

Book	Policy Manual
Section	7000 Property
Title	NAMING OF DISTRICT BUILDINGS OR FACILITIES
Code	po7250
Status	Active
Adopted	April 23, 2007
Last Revised	May 17, 2010

## 7250 - NAMING OF DISTRICT BUILDINGS OR FACILITIES

### **Buildings**

Naming of District buildings, facilities, and parts of buildings and facilities, is the responsibility of the District community. The Board of Education will appoint a five-member ad hoc school naming committee. Written nominations for a facility name, which shall contain the rationale for each nomination, will be solicited from the public. The names considered will be screened by the committee down to two (2) finalists. These final choices will be presented to the school board. Signage signifying the building name will be erected and placed in such a way as to be consistent with controlling city ordinances and compatible with school program aesthetic values and standards.

School buildings, facilities, and parts of building or facilities may not be named for any person. Any major contributor(s) may be recognized with a plaque in accordance with Policy 7250.01.

Book	Policy Manual
Section	7000 Property
Title	MEMORIALS ON SCHOOL FACILITIES/SITES
Code	po7250.01
Status	Active
Adopted	April 23, 2007
Last Revised	May 17, 2010

#### 7250.01 - MEMORIALS ON SCHOOL FACILITIES/SITES

##### **Living Memorial Gift with Recognition**

Memorial gifts intended to honor any persons(s) and to be presented through or on behalf of the District may be accepted from individuals or groups. Memorials consisting of scholarships, awards, donations of instructional materials and other "living" memorials such as trees, plants, etc. are preferred and permissible with the approval of the building administrator (with concurrence of the Superintendent). Such a "living" memorial in the case of an outdoor school site location may be marked by an appropriate plaque installed so as not to protrude above ground level. Plaque characteristics (size, shape, message, etc.) must be consistent with standards for such items as determined and approved in advance by the building principal.

##### **Traditional Memorial Only**

In unique situations as determined by School Board majority with recommendations of a five-member **ad hoc** school board committee, a memorial plaque or marker honoring a specific individual or group may be unobtrusively mounted or displayed on District buildings or grounds. Plaque characteristics (size, shape, message, etc.) must be consistent with standards for such items as determined and approved in advance by the building principal. After ten (10) years of display, such memorials may be removed and returned to the family of the honoree. Nothing in these rules limits or prohibits the school practice of honoring individual competitor/coach/sponsor, school team, club, or group accomplishment.

Legal	Wis. Stat. 118.27
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Paynette

Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION OF SCHOOL FACILITIES
Code	po7250
Status	Active
Adopted	April 21, 2014

**7250 - COMMEMORATION OF SCHOOL FACILITIES**

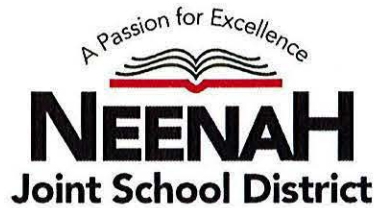
From time-to-time, the Board of Education may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, State or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

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Last Modified by Stacey Prinkey-Yeager on September 16, 2019





Book	Policy Manual
Section	7000 Property
Title	COMMEMORATION OF SCHOOL FACILITIES
Code	po7250
Status	Active
Adopted	March 15, 2016
Last Revised	November 21, 2017

#### 7250 - **COMMEMORATION OF SCHOOL FACILITIES**

From time-to-time, the Board of Education may wish to commemorate a school or District facility by means of a plaque or naming the facility after a person. Such commemoration should be reserved only for those individuals who have made a significant contribution to the enhancement of education generally or the District in particular or to the well-being of the District, community, state or nation.

Any employee of the District thus honored must be deceased or no longer employed by the District prior to the Board's selection of his/her name for a plaque or for the naming of a facility.

The Board of Education has the ultimate responsibility for the naming of any District facility. The District Administrator shall determine the appropriate process for addressing naming right matters.

- A. Proposals may come from community groups or individuals via whatever solicitation approach the District Administrator feels is most appropriate.
- B. After receipt and review of any proposal, and consultation with others, the District Administrator will review the request in a timely manner and may make a recommendation to the Board.

The Board, by majority vote of quorum, shall make the final decision regarding the District Administrator's recommendation.

New or existing facilities can be named or renamed as well as rooms or areas within such facilities.

The District shall attempt to obtain the consent of the person or family when naming a facility or room or area in a facility after a person.



Book	Kaukauna Area School District Policies
Section	800 - School - Community Relations
Title	Naming Facilities
Code	860
Status	Active
Adopted	February 14, 2000
Last Revised	December 14, 2015

### **NAMING FACILITIES**

In recognition of the visibility and importance of district facilities in the communities served by the district, and the community pride of identity and associations made with such facilities, the following procedures and criteria shall be used in selecting the name of any district facility:

#### **Naming Schools**

If a new school is constructed, the Board may select a name for the school that follows the established practice of naming District schools:

- A facility may be named after a geographic location or landmark, or the section of the district served by that facility.
- A facility may be named after a person who is of exemplary moral character; has made an outstanding contribution to education, humanity or community; has displayed outstanding leadership; or is a person of historical significance.
- A facility may be named after a major contributor or contributors to the district, without whom the new or renovated facilities would not have been possible.
- Names of living persons should be used only in extraordinary circumstances. If the facility is to be named after a living person, the district must first obtain the written permission of that person to use their name for the facility.

Prior to naming any new school, the Board shall publicize and hold a public hearing on a list of at least three (3) "finalist" names that are being considered for the new school, at least one of which shall be the name of the former school if a school is being replaced with a new building. In addition, any departure from the District's established practice of naming, as described above, must be supported by at least two-thirds of the entire membership of the Board.

Any charter schools that may be authorized and approved by the Board need not be named according to the practice that exists for naming the District's non-charter public schools, but the Board reserves the right to approve the official name of any charter school in connection with approving the contract to operate the school.

#### **Naming Other Facilities and Area of Facilities**

Any proposal to name a major facility that is initiated by any individual or group other than the Board shall be referred to the District Administrator for consideration, evaluation and recommendation. The naming proposal shall be reviewed against the evaluation criteria outlined in the rule accompanying this policy, which shall also be applied by the Board in evaluating any naming proposal prior to approval.

The District Administrator may recommend that the Board (1) consider the proposal to name the facility/area; (2) consider approving an alternative means of recognition (or report that the administration intends to take such alternative action if Board approval would not be required); or (3) take no action on the proposal. The District Administrator will communicate his/her recommendation to the Board and to the person/group that submitted the proposal.

The Board will not consider naming proposals that use the name of current District officials, current District employees, or current students. In addition, naming proposals based primarily upon longevity of service to the District, or proposals that follow a personal tragedy (e.g., an illness) should be avoided and will normally be redirected to find other appropriate means of recognition or remembrance.

### Renaming Facilities

Once a school or other major district facility, or any area within a school or other facility, has been named, it shall not be renamed except for compelling reasons as determined by the Board. The Board shall hold a public hearing prior to taking any action to approve the opening of a renaming process as to (1) any school; (2) any major facility of the District; or (3) any area of any facility that is currently named after a person.

#### Legal References:

Wisconsin Statutes: Section 120.17(9) (notification of postmaster of new school names)

Cross reference: 670 Gifts and Bequests

860, Rule, Evaluation Criteria for Naming Facilities Other Than Schools/Areas Within Facilities

Approved: 2-14-00

Revised: November 8, 2010

Revised: December 14, 2015



# SCHOOL DISTRICT OF MANAWA

## Job Description

### Maintenance/Custodial

#### QUALIFICATIONS:

1. High school diploma or GED.
2. Lawn care experience preferred.
3. Knowledge of rudimentary plumbing, electrical, HVAC routine maintenance.
4. Familiarity with various types of tools and equipment.
5. Attention to detail.
6. Understands and can follow OSHA safety protocols.
7. Demonstrates strong organizational skills.
8. Familiarity with technology-based work orders.
9. Self-directed worker who can prioritize tasks.
10. Available to work a varied schedule (including Saturdays) in a variety of weather conditions.
11. Must have knowledge and ability to perform proper lifting techniques along with a ladder and lift usage.
12. Ability to be trained in first aid and medical administration of prescribed medications including epinephrine and glucagon.
13. Physical capabilities to perform functions over sustained periods of time inclusive of but not limited to walking, twisting, turning, climbing, shoveling, stooping, bending, lifting, and standing. Must be able to safely lift between 50 - 60 pounds.
14. Normal tolerance of (not allergic to) common maintenance/custodial chemicals.
15. Must be able to satisfy the required physical and chemical abuse testing.
16. Possess a valid driver's license.
17. Ability to read & write English, including maps & diagrams.

#### JOB GOALS:

1. Maintains safe and attractive grounds and buildings.
2. Maintains current knowledge of best practices in maintenance and custodial services.

**REPORTS TO:** District Administrator for Maintenance; Building Principal for Custodial

**EVALUATED BY:** District Administrator for Maintenance; Building Principal for Custodial

**TERMS OF EMPLOYMENT:** Full-Time 12 month Employee for \$14.00 per hour & Associated Benefits

## **PERFORMANCE RESPONSIBILITIES:**

- Maintains confidentiality to the School District of Manawa.
- Promotes a positive image of the District at all times.
- Works in harmony with administration, other custodians, students, school personnel, and the public.
- Performs grounds keeping duties.
- Performs minor repairs and maintenance procedures on equipment utilized in groundskeeping.
- Checks Kubota oil, fluids, tire pressure, etc. to ensure they are in working condition.
- Rakes and mulches the grounds as needed.
- Prepares athletic fields for games and practices to include items such as line painting.
- Schedules work after checking weather conditions.
- Identifies possible pest problems and report them to the district office.
- Secures all equipment safely.
- Maintains proper use of safety equipment and Personal Protective Equipment.
- Cleans equipment (mower deck, etc.) and returns to storage location. Reports damaged or broken equipment to the district office.
- Fills mower and other district-owned vehicles or equipment with gas, etc. in preparation for the next work session or as necessary.
- Takes district-owned vehicles in for routine servicing, completes detailing, verifies emergency kit is replenished, and affirms that snow brush and other needed travel items are available in the vehicles.
- Works in assigned areas and completes assigned tasks while working alone and with minimal supervision.
- Operates, or learns to operate, the following equipment: floor cleaning machines, power tools, snowblowers, pressure washer, toilet snake, hammer drill, various lifts, generator, truck, and other equipment that may be used in the cleaning and operation of the schools.
- Maintains and updates SDS data in the electronic file.
- Completes light maintenance tasks per the online work ticket system to include but not limited to: changing light bulbs and/or ballasts, repairing: sinks, toilets, water fountains, doors, flooring, classroom and office furniture, basketball hoops, maintenance equipment (switching out attachments on Kubota, resetting the HVAC units and boilers, hammer drilling concrete to hang things on brick walls, changing fuses in breaker boxes, change bulbs in scoreboards in the gym, running test on building backup systems such as generators, fire extinguishers, repair broken lockers and replace locks, and others as assigned).
- Reports to work on time. Written requests to alter work hours shall be made through and approved by the building principal in advance. Time cards shall reflect actual hours worked.
- Reports all safety or repair issues needing outside contracted services to the district office within 24 hours.
- Completes inside tasks inclusive of but not limited to: sweeping, mopping, stripping floors, dusting, restroom sanitation, cleaning up spills, vacuuming, trash/recycling removal, equipment upkeep, window washing, boiler inspection, cleaning bleachers,

cleaning stage (if applicable) checking building back-up systems and any other assigned maintenance tasks, cleaning/moving of furniture and/or room set-up, and event setups and takedowns. All tasks are to be carried out in a timely and efficient manner as per the daily schedule.

- Keeps an inventory of custodial, maintenance, and building supplies and ensures they are properly stored per OSHA guidelines. Contacts the Business Manager with ample time to place orders so that supplies and materials are received when needed.
- Completes outside tasks including but not limited to: picking up debris, emptying garbage and recycling containers, trimming of trees and shrubs, sweeping walks, cutting grass, weeding, shoveling, and addressing and/or reporting unsafe areas/conditions.
- Demonstrates the ability to use technology including but not limited to: maintain an online calendar, send and respond to emails, fill out and submit requests to the Business Manager for supplies and materials, fill out and submit work orders and report information in the employee management software.
- Summer responsibilities include but are not limited to: trimming of trees and shrubs; watering; painting; window washing; cleaning equipment; lawn care; and cleaning, scrubbing, polishing, and disinfecting surfaces and furnishings; fencing; vehicle maintenance; and preparing recreational areas.
- Participates in training as directed to stay current in job responsibilities.
- Strict adherence to the employee handbook & Board of Education policies and procedures required from all employees.
- Performs other duties as assigned by the District Administrator or Principal.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.