

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

**Join with Google Meet**

meet.google.com/vpb-hcjd-wvq

**Join by phone**

(US) +1 507-591-7158 PIN: 637 429 561#

**Date: June 2, 2021**

**Time: 6:00 p.m.**

**Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)**

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

**In Attendance:**

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

1. Discuss Including a Public Input Agenda Item at Special Board Meetings (Information / Action)
2. Consider Endorsement of Revision to PO5410 - Promotion, Placement, and Retention as Presented.
3. Consider Endorsement of Revision to AG5410 - Promotion, Placement, and Retention as Presented.
4. Consider Endorsement of Support Staff Handbook as Presented - O'Brien (Information / Action)
5. Consider Endorsement of the change to Sick Leave in the Support Staff Handbook as Presented - O'Brien (Information / Action)
6. Consider the addition of Stipulations to Sick Leave (Paid Time Off for Personal Business) in the Support Staff Handbook as Presented - O'Brien (Information / Action)
7. Consider a change to Earned Vacation Time in the Support Staff Handbook as Presented - O'Brien (Information / Action)
8. Consider Endorsement of Information Technology Plan as Presented - Cobarrubias (Information / Action)
9. Consider Endorsement of Changing From a COVID-19 14-day Quarantine to a 10-day Quarantine Without Testing and/or a 7-day Quarantine with a Negative PCR Test on Day 5 or After. [CDC Options to Reduce Quarantine](#) (Information / Action)
10. Policy & Human Resources Committee Planning Guide (Information)
11. Set Next Meeting Date \_\_\_\_\_
12. Next Meeting Items:
  - a. Continue Handbook Updates
  - b.
13. Adjourn



Book	Policy Manual
Section	0000 Bylaws
Title	Copy of PUBLIC COMMENT AT BOARD MEETINGS
Code	po0167.3
Status	Proposed to Policy & Human Resources Committee
Adopted	April 25, 2016
Last Revised	November 16, 2020

#### 0167.3 - **PUBLIC COMMENT 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 the District Administrator no later than ten (10) 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 of the District Administrator and the approval of Board President.

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

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

The presiding officer of each Board meeting at which public comment 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 shall be permitted as indicated on the order of business, at the discretion of the presiding officer, and for individuals who live or work within the District and parents/guardians of students enrolled in the District.
- B. Attendees must register their intention to participate in the public portion of the meeting upon their arrival at the meeting.
- C. Participants must be recognized by the presiding officer and will be requested to preface their comments by an announcement of their name; address; and group affiliation, if and when appropriate.
- D. Each statement made by a participant shall be limited to three (3) minutes duration.





Book	Policy Manual
Section	5000 Students
Title	Copy of PROMOTION, PLACEMENT, AND RETENTION
Code	po5410
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016

#### 5410 - **PROMOTION, PLACEMENT, AND RETENTION**

The promotion of students in five-(5)-year-old kindergarten through grade eight (8) is based upon the student's academic achievement and development. The educational program shall provide for the continuous progress of students from grade to grade, with students generally spending one (1) year in each grade. On occasion, a student may need additional time in order to benefit fully from the instructional program. For such a student, retention may be helpful.

In order to be promoted to the next grade, from 1st through 8th grades, a student must achieve one (1) of the following:

- A. Academic Performance: Students must earn an "3S" in grades one (1) ~~through and five (5) two (2)~~ or a "D" or better in grades ~~six (6) three (3)~~ through eight (8) ~~passing grade in literacy and numeracy the core subject areas (language arts, math, reading, science, and social studies)~~. Five (5) year old kindergarten, fourth and eighth-grade students are subject to additional criteria as required by law or defined by Board policy on the promotion of students at these grade levels.
- B. Other Academic Criteria: A student must demonstrate satisfactory progress in meeting the goals/objectives of an at-risk plan/intervention plan, an individualized education program (IEP), a 504 accommodation plan, ~~an at-risk plan~~, and/or a plan developed to meet the needs of an English language learner.

If none of the above criteria are met, grade level retention of the student shall be considered. The process of making retention decisions shall involve early parent/guardian notification and collaboration among teachers, parents/guardians, counselors, and the principal. Retention has a significant impact upon a student and shall be recommended only after serious deliberation, using established District guidelines.

A student recommended for retention may have the opportunity to be promoted to the next grade upon the successful completion of an approved remediation plan that addresses the failed subject area(s) including, but not limited to, summer school program or correspondence course(s).

The building principals shall be responsible for the general supervision and management of the promotion of students and shall determine whether a student has satisfied the criteria in this policy and other Board policies applicable to the promotion of students. The building principals shall develop practices and timelines to inform parents/guardians and students of the requirements of promotion policies and to keep parents/guardians informed of their child's academic progress.

Decisions on promotion or retention shall be made prior to the end of the school year whenever possible, and at the latest prior to the commencement of the next school year. Parents/guardians may appeal promotion or retention decisions in accordance with District procedures.

The District Administrator shall review and recommend policies and guidelines that help District schools prepare students to satisfy the promotion criteria.

#### **Promotion from Grade 4 and Grade 8**

The Board directs the District Administrator to prepare a list of specific criteria for promoting students from the 4th and 8th grades. The criteria shall include the student's score on the 4th and 8th-grade examination unless the student has been excused from taking the examination; the student's academic performance; the recommendations of teachers, which shall be based solely on the student's academic performance; and any other academic criteria recommended for Board consideration.

© Neola 2012

Legal

Statute 118.33 (6a)

Last Modified by Melanie Oppor on May 28, 2021



Book	Policy Manual
Section	5000 Students
Title	PROMOTION, TRANSFER, AND RETENTION
Code	ag5410 - NEW
Status	Proposed to Policy & Human Resources Committee

#### 5410 - **PROMOTION, TRANSFER, AND RETENTION**

Optimal school achievement is obtained when students experience success in their daily activities and build upon successful experiences as they encounter new learning situations. All aspects of the student must be considered as grade placements are made.

#### **DEFINITIONS**

##### **A. Promotion:**

Occurs when a student has met the grade-level criteria as described in detail below.

##### **B. Transfer:**

Occurs when a student has not met the grade-level criteria as described in detail below. However, the Building Consultation Team recommends and the building administrator concurs, that it is in the student's best interest to move to the next grade.

##### **C. Retention:**

Occurs when a student has not met the grade-level criteria as described in detail below based on the recommendation of the Building Consultation Team with the concurrence of the building administrator.

##### **D. Building Consultation Team:**

A Building Consultation Team is to be appointed by the principal each year to consider situations in which students may not be promoted to the next grade or may not graduate. Such a team may include:

1. classroom teachers,
2. counselors and other support staff,
3. building principal or assistant principal,
4. parents.

Final decisions on student promotion, transfer, or retention rest with the building principal. To implement Board policy, the following guidelines are to be utilized:

**4KPS**

Criteria:

When the Building Consultation Team is convened, the following criteria shall be considered:

- A. Current level of achievement
- B. Potential for success at the next level
- C. Emotional, physical, social maturity
- D. Attendance

### **Grades K-8 Level**

Criteria:

To be promoted all students in grades 3-8 must demonstrate adequate progress in reading and mathematics. Literacy and numeracy are the foundation of all core subjects. To that end, adequate progress will be determined by end-of-year report card standard scores for core academic subjects at a score of "3" or higher in grades 3-5 or "D" or better in grades 6-8. If adequate progress is not evident based on the report card scores, multiple measures may be used to compile a complete student learning profile for promotion consideration.

The multiple measures to consider may include, but are not limited to:

- A. Wisconsin School Assessment System Examination scores
- B. Response to Intervention/Instruction documentation
- C. Local assessments
- D. Teacher recommendations
- E. Demonstrate adequate progress toward attainment of annual goals specified in the At-Risk/Intervention Plan, Individualized Education Plan (IEP), Section 504 Plans, or English Development Learning Plan (EDLP) as documented by the staff serving the student

### **High School Level**

Student placement criteria are as follows:

- A. 1st year of high school attendance or the equivalent are placed in 9th grade
- B. 2nd year of high school attendance or the equivalent are placed in 10th grade
- C. 3rd year of high school attendance or the equivalent are placed in 11th grade
- D. 4th year of high school attendance or the equivalent are placed in 12th grade

### **Remediation Opportunities**

School personnel shall make a concerted and repeated effort throughout the school year to notify the parents of students who are at-risk of not meeting grade-level expectations and thus, may not be eligible for promotion. Opportunities to support student learning will be suggested and encouraged. In this way, students (with the support of their parents) can take full advantage of Response to Intervention/Instruction (RtI) time, ~~BRAVE after school tutoring~~, Summer School, or other remediation learning opportunities for the purpose of meeting the grade-level criteria as described above to be eligible for promotion.

### **Appeal Process**

Parents of students recommended for retention may appeal to the District Administrator~~Superintendent~~ or designee. Such appeals should be filed in writing no later than five (5) days after receiving the official letter of retention. The appeal petition must include reasons why the parent/guardian believes the student should be promoted. The District Administrator~~Superintendent~~ or designee shall respond with a decision in writing fifteen (15) days after receipt of the appeal.

~~Revised 4/18/11~~  
~~Revised 2/20/12~~  
~~Revised 3/19/12~~

Last Modified by Melanie Oppor on May 28, 2021





# School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 5/25/2021  
**Re:** Support Staff Handbook Revisions

### Recommendation:

I recommend the following revisions to the Support Staff Handbook. This handbook is part of this packet, original language is in black, changes are in red. Language that is black and is struck through (i.e. ~~struck through~~) is recommended to be removed. Upon Board of Education approval, technical changes will be made to the table of contents and spacing for improved readability.

Page	Change
7	Part-time definition of Employees – remove definition by hours worked, replace with calendar schedule: Annual, School Year, or Extended. Changes have been made to include part-time employees that work year-round. This new definition includes all current employees and adds the Annual, Part-time group to the handbook language.
9	Add sentence to Conflict of Interest and Ethical Standards section – this sentence is included in the Professional Educator Handbook
11-12	Attendance – The intent of the language remains the same. The changes are to help clarify.
15	Confidentiality – removes the previous Support Staff Handbook language and replaces with the same language from the Professional Educator Handbook.
15-16	Copyright – removes the previous Support Staff Handbook language and replaces with the same language from the Professional Educator Handbook.
19	Health, Dental, and Vision Insurance – replace support staff with part-time and remove PT 1. PT 1 was a previous definition for a part-time employee working more than 30 hours per week.
21	Paid Time Off – In the past, staff worked the same number of hours each day. When the handbook used the word “day,” it was understood that was the number of hours an employee worked in a day. Currently, staff work a different amount of hours on different days of the week. Therefore, the “day” needed to be defined.
21	Paid Time Off, Holidays – added the Annual, Part-time to the same category of paid holidays as the Annual, Full-time employees.
21	Paid Time Off, Holiday Pay – added clarifying language to define the amount of payment for the holiday. A day is defined as the average number of hours per day based on a regular scheduled week.
22	Holidays Fall on Weekends – removes that the parties will mutually agree on a holiday day to allow the District to determine the actual date of the holiday.
22	School Year employees are granted 6 paid holidays, this change updates the name/definition of these employee groups to match changes made to p. 7.

### 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

## 2021-22 SDM Support Staff Handbook Revisions (cont.)

<b>Page</b>	<b>Change</b>
22	Vacations, Vacation Accrual: updates the employee group name to match changes made to p. 7. Table – adds a 60-day probation period before being awarded vacation. These changes also define/clarify when vacation will be earned.
23	Gifting of Sick Leave – changes the word “days” to “time” because support staff have differing numbers of hours that constitute a “day.”

### **Rationale:**

The Support Staff Handbook committee consisted of Stephanie Flynn, Tori Gast, and me. During meetings, Krystal Draeger, Carrie Koehn, and Kris Thompson attended virtually. All district support staff were invited to be a part of this committee. We met on two different days and agreed to the above changes.

The Support Staff Handbook will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this handbook is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the handbook will be brought back to the Board of Education for approval.



**Students choosing to excel; realizing their strengths.**

# Support Staff Handbook

*Approved by the Manawa Board of Education on August 19, 2019  
Revised: November 18, 2019, July 27, 2020, June 21, 2021*

**School District of Manawa  
800 Beech Street, Manawa, WI 54949**

**Phone: 920-596-2525**

**[www.manawaschools.org](http://www.manawaschools.org)**

This page left blank intentionally.

## CONTENTS

i.	INTRODUCTION.....	5
	a. Welcome.....	5
	b. Disclaimer .....	5
	c. Mission Statement .....	6
	d. Vision and Values .....	6
ii.	EMPLOYMENT POLICIES .....	7
	a. Definition of Support Staff .....	7
	b. Anti-Harassment Policy .....	7-8
iii.	REPORTING PROCEDURE / INTERNAL INVESTIGATION – EMPLOYEES .....	8
	a. Drug-Free Workplace .....	8
	b. Tobacco Policy .....	9
	c. Equal Employment Opportunity .....	9
	d. Conflict of Interest and Ethical Standards .....	9
	e. Communications and Suggestions .....	9
iv.	Outside Employment .....	9
v.	Personnel Files.....	9
	a. Personal Data Changes .....	9
	b. Political Activities of Staff .....	9-10
	c. Work Stoppage .....	10
	d. Acceptable Use .....	10
	e. Health Examination .....	10
	f. Family and Medical Leave Act (FMLA) .....	10
	g. Military Leave .....	11
vi.	EMPLOYMENT PRACTICES AND EXPECTATIONS .....	11
	a. General Practices .....	11
	i. Attendance .....	11
	ii. Work Days / Hours of Work .....	12
	iii. Calendar .....	12
	iv. Professional Development/Training Programs (In-service) .....	12
	v. Meetings .....	12
	vi. Injuries to Employees .....	12
	vii. Injuries to Students .....	13
	viii. Legal Actions Involving Employees .....	13
	ix. Email and Voicemail .....	13
	x. Personal Communications .....	13
	xi. Licensure/Certification .....	13
	xii. Determination of Assignments .....	13
	xiii. Reduction in Staff .....	14
	xiv. Layoff .....	14
	xv. Operation of District Vehicles .....	14
	xvi. Operation of Personal Vehicles .....	14
	xvii. Transportation of Students .....	14
	xviii. Confidentiality .....	14
	xix. Professional Appearance .....	14
	xx. Copyright .....	15
	xxi. Community Involvement .....	15
	xxii. Food Service Purchases .....	15
	xxiii. General Rules of Conduct .....	15
	xxiv. Grievances .....	15
	xxv. Identification Badge .....	15
	xxvi. Solicitations .....	15
	xxvii. Safety Plans .....	16
vii.	Child Abuse Reporting Requirement .....	16
viii.	Payroll Information .....	16

	a. Salary/Wage .....	16
	b. Timecards .....	16
	c. Residency .....	16
	d. Payroll Payments .....	16-17
	e. Direct Deposit .....	17
ix.	Benefits .....	17
	a. District Provided Benefits .....	17
	b. Worker's Compensation .....	17-18
	c. Wisconsin Retirement System (WRS) .....	18
x.	Fringe Benefits .....	18
	a. Health Insurance .....	18
	b. Dental & Vision Insurance .....	18
	c. Group Life Insurance .....	18
	d. Long-Term Disability Insurance .....	18
	e. Liability Insurance .....	18
xi.	Voluntary Benefits for Support Staff Working Over 20 Hours Per Week .....	18-19
xii.	Employee Separation .....	19
	a. Timeline .....	19
xiii.	Job Vacancies .....	19
xiv.	Pay for Time Worked:	
	a. Overtime .....	19
	b. Compensatory Regular Time .....	19-20
	c. Call Time / Call-In Pay .....	20
xv.	Holidays .....	20
xvi.	Vacations .....	21
xvii.	Paid & Unpaid Leaves:	
	a. Sick Leave .....	21
	b. Incentive to Sick Leave.....	21
	c. Gifting of Sick Leave .....	22
	d. Bereavement Leave.....	22
	e. Emergency Leave .....	22
	f. Jury Duty .....	22
	g. National Guard Duty.....	22
	h. Military Leave for Active Duty .....	22-23
	i. Administratively Approved Leave.....	23
	j. Family and Medical Leave Act (FMLA) .....	23
	k. Leaves of Absence:	
	i. Unpaid Leave of Absence .....	23-24
	ii. Child Rearing & Adoption .....	24
xviii.	Evaluations .....	24
xix.	Fobs & Keys .....	24
xx.	Work Orders .....	24
xxi.	Unpaid Debt to the District .....	24
xxii.	Staff Acknowledgement .....	25

# INTRODUCTION

## WELCOME

We are pleased to have you as a member of the staff of the School District of Manawa (SDM). The skills and commitment each employee brings to his/her job makes an important contribution to our goal of providing excellence in education to the students and families of the SDM. It is the District's responsibility to provide for the public education of students from 4-year-old kindergarten (4K) through twelfth grade. The school system is governed by a seven-member Board of Education elected by area for 3-year terms by the residents of the District. The District Administrator is responsible for overall administration of the schools and implementation of Board policies. A SDM employee can expect a fair and equitable salary, competitive benefits, and the opportunity to be a part of the best that public education has to offer. We are pleased to have you as a member of our team and hope that you find that the satisfaction gained from doing your job matches the effort you put into your work.

It is each employee's responsibility to read and become familiar with this information and to comply with the policies adopted by the Board and the administrative guidelines available electronically on the District website, as well as the rules and regulations contained herein.

This *Support Staff Handbook* has been written to provide information and guidance to support staff members. Given the reality of a complex, ever-evolving organization, the information in this handbook is not all-inclusive. We recognize that employees are bound to have many questions relating to their specific position or responsibilities. You are encouraged to direct any specific inquiries you may have to the District Administrator or your immediate supervisor. Staff have the privilege to bring representation of choice when meeting with an administrator.

## A. DISCLAIMER

This *Support Staff Handbook* has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitute a guarantee of employment, a guarantee of any other right or benefit, or an appointment of employment, expressed or implied. All District employees are employed "at will" and employment is not for any definite period, unless otherwise set forth in writing by appointment or statute. The School District of Manawa Board of Education reserves the right to add, delete or otherwise modify any or all of the below terms and conditions of employment, in whole or in part, for the good of the School District of Manawa, at any time with or without notice. The School District of Manawa Board of Education recognizes the District's employees are an integral part of the development of terms and conditions of employment found within this Handbook. The Board of Education and/or its representatives will inform district employees prior to making any modifications found within this Handbook.

Violations of the terms of the *Support Staff Handbook*, policies, regulations or guidelines may result in disciplinary action, up to and including, termination of employment. This *Support Staff Handbook* supersedes any and all previous handbooks, statements, policies and administrative guidelines, rules, or regulations given to employees, whether verbal or written.

This Handbook is not all-inclusive of the information for which staff members are responsible. It is intended to provide employees with information regarding Board policies and administrative guidelines (available online), procedures, ethics, expectations, and standards of the District. Additional publications that staff members should follow include, but are not limited to, the support staff evaluation document, administrative announcements, handbooks, Federal laws and regulations, and Wisconsin state law.

# School District of Manawa

## Students Choosing to Excel, Realizing their Strengths

### **Mission Statement:**

*The School District of Manawa is the place where students choose to excel academically and realize their strengths.*

### **Vision Statement:**

*The School District of Manawa engages students to reach their full potential in a changing global society through highly effective instruction and leadership.*

### **Guiding Principles Grouped by Core Values:**

1. **Student Success – the District focuses on addressing the needs of all students by creating a student-centered learning environment conducive to all learners.**
2. **Highly Effective Staff – The District demonstrates accountability to the students and community it serves by promoting high standards for:**
  - *Creating academically rigorous curriculum and instruction for ALL.*
  - *Closing the achievement gaps between sub-groups of students and their peers.*
  - *Engaging in regular professional development on research-based best practices.*
  - *Supporting and rewarding innovative and progressive initiatives.*
  - *Fostering a positive attitude toward change.*
  - *Expecting the highest degree of professionalism.*
  - *Creating a culture of competent and passionate employees.*
3. **Innovative Leadership – The District demonstrates accountability to the students and community it serves by holding high leadership standards for:**
  - *Developing proactive planning procedures for curriculum, instruction, assessment, and record-keeping.*
  - *Budgeting with the needs of all learners as the first priority.*
  - *Recruiting and retaining highly effective educators.*
  - *Creating balanced programming options for remediation and enrichment.*
4. **Parent-Community Engagement – The District is a center of community life and enhances the community's quality of life to the extent that it promotes and supports:**
  - *Collaborating with all stakeholders involved in issues prior to decision-making.*
  - *Being transparent in communications.*
  - *Maintaining an open-door policy.*
  - *Creating a culture that develops and sustains school/district pride.*
  - *Offering academic and social programs for families and the community.*
5. **Learning Environment – Successful teaching and learning are nurtured in an institutional climate characterized by:**
  - *Maintaining the facilities to ensure they are safe, clean, welcoming, inspirational and reliable work spaces for all.*
  - *Nurturing a learning community that provides stability and a sense of satisfaction and fulfillment for all students and personnel.*
  - *Supplying and maintaining contemporary technology.*



# EMPLOYMENT POLICIES

## DEFINITION OF SUPPORT STAFF EMPLOYEES

Full-time Employees: A Full-time Employee (FT) is hereby defined as a person who is regularly scheduled to work forty (40) or more hours per week and two hundred-sixty (260) or more workdays per year, including paid leaves.

Part-time Employees: A Part-time Employee (PT) is hereby defined as a person who is regularly scheduled to work less than forty (40) hours per week and/or less than two-hundred-sixty (260) workdays per year. Part-time employees are further delineated as:

PT 1	<del>Employee is regularly scheduled to work 30 hours per week or more</del>
PT 2	<del>Employee is regularly scheduled to work between 20 and 29.99 hours per week</del>
PT 3	<del>Employee is regularly scheduled to work less than 20 hours per week</del>

A-PT	Annual, Part-time
SY-PT	School Year, Part-time
EXT-PT	Extended, Part-time

Temporary/Seasonal Employee: A Temporary/Seasonal Employee is hereby defined as an employee hired for a specific time or project.

## ANTI-HARASSMENT POLICY

The School District of Manawa is committed to maintaining and ensuring a working environment that is free of harassment or intimidation. The District will not tolerate any form of harassment, including sexual harassment, and will take all necessary and appropriate action to eliminate it.

Harassment refers to physical or verbal conduct, or psychological abuse, by any person who disrupts or interferes with a person’s work performance, or which creates an intimidating, hostile, or offensive work environment. Harassment may be student to staff, staff to student, staff to staff, male to female, female to male, female to female, or male to male. Harassment may include, but is not limited to the following:

1. Verbal harassment, including epithets, kidding, derogatory comments, slurs, or ethnic jokes.
2. Physical interference with movement, activities, or work.
3. Visual harassment, including derogatory cartoons, drawings, or posters.
4. Sexual harassment, which is defined as any deliberate, repeated or unwanted verbal or physical sexual contact, sexually explicit derogatory statement, or sexually discriminating remark that is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient’s work performance. Sexual harassment can take the form of any unwanted sexual attention ranging from leering, pinching, patting, verbal

comments, display of graphic or written sexual material, and subtle or expressed pressure for sexual activity. In addition to the anxiety caused by sexual demands on the recipient, sexual harassment may include the implicit message from the alleged offender that noncompliance will lead to reprisals. Reprisals may include, but are not limited to, unsatisfactory work evaluations, different treatment, sarcasm, or unwarranted comments to or by peers.

Any individual who believes he/she has been subjected to harassment by any other person should report that incident to a building principal or to the District Administrator. If an employee is not comfortable making a complaint to their building principal or the District Administrator, the complaint may be made to the District Compliance Coordinators. It is the intent of the District to establish an atmosphere where complaints are timely investigated and the harassment is appropriately addressed. The Board designates the following individuals to serve as the District's Compliance Officers:

Dan Wolfgram, Secondary Principal  
515 E. Fourth St.  
Manawa, WI 54949

Carmen O'Brien, Business Manager  
800 Beech Street  
Manawa, WI 54949

920-596-5800  
[dwolfgram@manawaschools.org](mailto:dwolfgram@manawaschools.org)

920-596- 2525  
[cobrien@manawaschools.org](mailto:cobrien@manawaschools.org)

The District forbids retaliation against anyone who has reported harassment or cooperates in a harassment investigation.

## **REPORTING PROCEDURE/INTERNAL INVESTIGATION – EMPLOYEES**

The District expects employees to immediately report incidents of harassment to the appropriate supervisor.

Anyone who engages in harassment in the school setting may be subject to disciplinary action, up to and including dismissal. Any employee who permits harassment of students, other employees or volunteers may be subject to disciplinary action up to and including termination.

Any employee who receives a complaint of harassment from a student, other employee or volunteer and who does not act promptly to forward that complaint to the Supervisor and/or District Anti-Harassment officer designated to receive notice of all harassment complaints, shall be disciplined appropriately up to and including termination.

The School District prohibits retaliatory behavior against any complainant or any participant in the complaint process. The initiation of a complaint of harassment or an appeal will not reflect negatively on the employee or volunteer who initiates the complaint or an appeal, and will not affect any part of the employee's or volunteer's standing rights or privileges.  
(Policy 3362, 4362)

### **Drug-Free Workplace**

The School District of Manawa is committed to maintaining an alcohol and other drug-free workplace. Therefore, the Board of Education prohibits school employee use, possession, distribution, dispensing, or manufacturing of alcohol and other illegal drugs on school premises, in school vehicles and at school-sponsored activities while in a student supervisory role.

The District will not condone the involvement of any employee with illicit drugs, even when the employee is not on District premises.

All school employees shall cooperate with law enforcement agencies in investigation concerning any violation of this provision.

### **Tobacco Policy**

Employee use of tobacco on District property, in District-owned vehicles or at any District affiliated event is prohibited. Tobacco products may not be stored on District property. These policies also prohibit the use of tobacco in all forms as well as smoking of electronic, “vapor,” or other substitute cigarettes.

*(Policy 3215, 4215)*

### **Equal Employment Opportunity**

The Board does not discriminate in the employment of support staff on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), national origin, ancestry, arrest record, conviction record, use or non-use of lawful products off the District’s premises during non-working hours, declining to attend an employer-sponsored meeting outside of professional responsibilities, or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.

*(as defined in §111.32, Wis. Stats.). (Policy 3122, 4122)*

### **Conflict of Interest and Ethical Standards**

It is imperative that our professional organization not create the perception of favoritism or special privilege. Employees are not permitted to gain monetarily by their position within the district. Employees are prohibited by Wis. Stat. § 118.12 from receiving anything of value for their own benefit that results from selling, soliciting or promoting the sale of any goods or services to any public-school pupil while on school property or at school-sponsored events.

Employees are expected to avoid situations in which their personal interests, activities and associations may conflict with the interest of the District. **This would include engaging in social media communications that may portray the District in a negative light.**

### **Communications and Suggestions**

The School District of Manawa welcomes the comments and problem-solving suggestions of its employees. All comments and suggestions should follow the chain of command by bringing the concern or idea forward to his/her immediate supervisor/evaluator.

### **Outside Employment**

Employment with the School District of Manawa must be considered pre-eminent. Outside employment must not interfere with the employee’s performance or work schedule. Employees may not perform any duties for an outside employer during regularly scheduled working hours or during additional hours required for professional responsibilities.

### **Personnel Files**

An employee shall have the right to review certain personnel documents upon request and consistent with the timelines and content limitations specified in Wis. Stat. § 103.13, at least 2 times per calendar year.

### **Personal Data Changes**

All changes in personal information, including changes of name, address, telephone numbers, education, marital status, dependent status, etc., should be updated with the District Office in a timely manner.

### **Political Activities of Staff**

Because political activities may be disruptive, divisive and distracting to a positive learning environment, such activities are not appropriate within the school setting. The Board prohibits political activities on all District-owned and used property, within all school buildings and at all school-sponsored activities unless part of a Board-approved teaching unit.

### **Work Stoppage**

Staff will not instigate, promote, encourage, sponsor, engage in or condone any strike, picketing, slowdown, considered work stoppage or any other intentional interruption of work involving the District.

### **Acceptable Use**

All employees are required to read and adhere to the Acceptable Use Policy.

### **Health Examination**

As a requirement for employment, employees will be required to furnish evidence of a physical examination, drug test, and tuberculin questionnaire.

The physical examination must be performed by ThedaCare at Work and the result recorded on a standard form furnished by the Board of Education. The form must be submitted to the District Administrator before the effective date of employment. Upon receipt of the form, the Board of Education shall pay for the physical examination.

The Wisconsin Tuberculosis (TB) Risk Assessment Questionnaire Screen must be filled out as part of the physical at ThedaCare at Work or under the direction of the District Nurse. If a skin tuberculin test is recommended, the test must be completed during the physical, prior to the first day of work. Subsequent physical examinations will be required at intervals determined by the School Board, consistent with state and federal laws.

A physical or mental examination may be requested by the District's Administration whenever an employee demonstrates any physical or mental disorder that may impact his/her performance. The employee shall be notified of the reason(s) for the examination and such examination shall be arranged and paid for by the Board of Education.

An employee may request an exemption from the physical examination requirement for religious reasons by filing an affidavit with the Board stating that the employee depends exclusively upon prayer or spiritual means for healing in accordance with the teachings of a bona fide religious sect, denomination or organization and that the employee is to the best of the employee's knowledge and belief in good health and that the employee claims exemption from health examination on these grounds. If there is reasonable cause to believe that an employee who has requested an exemption is suffering from an illness detrimental to the health of the pupils, the School Board may require a health examination sufficient to determine whether the employee is suffering from such an illness. The School Board shall not discriminate against any employee for filing an affidavit seeking an exemption from the physical requirement.

The District shall maintain all physical examination records and other medical records in a file separate from all other personnel records, and shall treat such records as confidential medical records, in accordance with state and federal laws and regulations.

### **Family and Medical Leave Act (FMLA)**

The District complies with family and medical leave as required by the state and federal Family and Medical Leave Acts. State leave calculations are based on a calendar year. Federal leave calculations are based on a July 1 through June 30 year. See *Policy 4430.01* on the District website for an explanation of rights and responsibilities under FMLA.

### **Military Leave**

Pursuant to federal and state law, the District shall provide eligible employees with leaves of absence with or without pay for purposes of federal service in the uniformed services or active state service. Eligible employees should notify the District of the need for a leave of absence as far in advance as possible and should notify the District of the commencement date of the military leave and its expected duration. Eligible employees should also provide the District with a copy of any relevant military orders.

All rights and privileges regarding salary, benefits, status, and seniority shall be reserved to such employees as required by law.

An employee on leave shall notify the District of his/her intent to return to work in a timely manner following his/her period of military service. Failure to notify the employer of his/her intention to return within a reasonable period may subject the employee to disciplinary action up to and including termination for unexcused absence. An employee's reemployment rights and benefits upon completion of federal service in the uniformed services or active state service shall be governed by any applicable federal and/or state laws.

## **EMPLOYMENT PRACTICES AND EXPECTATIONS**

### **General Practices**

#### **Attendance**

Employees are expected to make every effort to be present for work and adhere to their assigned schedule. Employees who are unable to report to work shall follow their building procedures for reporting and recording absences by contacting the substitute caller. **Time off used must be entered into the Skyward system and noted on the time card. Supervisors may pre-authorize the use of Vacation, PTO, Sick Time, or Compensatory Time as noted on timecards. All Leave Without Pay shall be preauthorized by the District Administrator. School-year staff must use allotted PTO/Sick Time before applying for Leave Without Pay.**

~~On days when school is cancelled due to inclement weather, Part time staff does not report and may either use PTO or Sick Time if the day is not to be made up. Sick Time used for inclement weather may not exceed three (3) days based on the employee's regular schedule. PTO is limited based on employee job category. If the day is to be made up, part time staff will not be allowed to use sick time. Time off used must be entered into the Skyward system and noted on the time card. Full time staff does not report unless they notify their supervisor and mutually decide if they will report and/or if adjustments will be made to the regular schedule. Supervisors may pre-authorize the use of Vacation, PTO, Sick Time, or Compensatory Time as noted on timecards. Leave Without Pay for Full time staff shall be authorized by the District Administrator.~~

**On days when school is cancelled due to inclement weather,**

**Annual, Full- & Part-time Staff: will report to work (MOU states: reports daily, per the District Calendar)**

Staff may notify their supervisor and mutually decide if they will not report and/or if adjustments will be made to their schedule. PTO or Sick Time may be used for up to three (3) days based on the employee's regular schedule. Vacation may be used at the employee's discretion.

School Year, Part-time Staff: will not report (MOU states: reports with students)

If the day is NOT to be made up – may choose to use PTO or Sick Time. PTO/Sick Time used for inclement weather may not exceed three (3) days based on the employee's regular schedule.

If the day is to be made up – neither PTO nor Sick Time may be used because the day will be paid when worked.

For times when school is delayed, staff is to report according to the delay. Part-time staff should plan to adjust their arrival to the student schedule or as per the direction of the Supervisor. In the event of an early dismissal due to inclement weather, any staff member would leave after all students are safely out of the building or at the conclusion of their normal working hours, whichever comes sooner or as agreed upon with the Supervisor. Sick time or PTO may not be used for delays except if the delay becomes a cancellation. Food Service and Full-time staff must arrive as close to their scheduled start time as possible. All adjustments must be noted on time cards.

Although the District performs better when all employees are in attendance, the District recognizes the occasional need to be away from work for illness, illness of a family member, administratively approved leave, funerals, or urgent personal matters. For this reason, the District provides paid time away from work (leave). The District reserves the right to request verification for any time used.

Leave is allocated at the beginning of each fiscal/school year and is to be used as a protection from loss of income. All leave must be requested and approved by a Supervisor. Attempts should be made to make appointments outside of regularly assigned hours.

Good attendance is an essential element of employment. Poor attendance can lead to disciplinary action.

**Work Days / Hours of Work**

The District Administrator or his/her designee will publish a schedule of work for all Support Staff employees. The following shall be used as a guide in establishing schedules:

Hours worked per day	Number of paid 15-minute breaks	30-minute unpaid meal break
Less than 4 hours	0	0
4 hours to 6 hours	1	1
Over 6 hours to 8 hours	2	1

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular rate of pay or used as compensatory time as approved by their Supervisor.

**Calendar**

The school calendar shall be determined by the Board. The determination of the structure of the days (instructional, work days, etc.) shall be at the discretion of Administration.

### **Professional Development/Training Programs (In-service)**

As a learning and teaching institution, the District expects all employees to model continuous learning to develop professional skills and personal growth. The District provides periodic paid in-service and training opportunities that are required for staff depending on assignment and role. Paid leave will not be approved on professional development or in-service days designed for Support Staff participation. Extenuating circumstances (i.e. bereavement, once-in-a-lifetime opportunity, etc.) may be approved by administration with appropriate documentation.

### **Meetings**

Each Supervisor will determine the times and frequencies of Support Staff meetings. Efforts will be made to share the schedule in a timely manner. Employees must attend all meetings as called by administration or supervisors. In general, absences will be excused for emergencies or extenuating circumstances and must be granted by the administrator/supervisor calling the meeting.

The District Administrator may, from time-to-time, call all-staff meetings when need is determined. Support Staff will be compensated at their usual hourly rate for the length of the meeting if it is outside of their normal working hours.

### **Injuries to Employees**

Employees who are injured at work must complete an Employee Incident Report form within twenty-four (24) hours of the injury whenever feasible. This form is located online under the District Forms tab. Completed forms should be electronically submitted. Additionally, all incidents must be verbally reported immediately to building administration or immediate supervisor.

### **Injuries to Students**

All student injuries should be reported to the health staff. Attention should be given to all injuries, however minor. A Student Incident Report form must be filled out for all injuries and submitted electronically. Forms are located online under the District Forms tab.

### **Legal Actions Involving Employees**

Every employee shall notify his/her supervisor as soon as possible, but not more than three (3) calendar days, after an arrest, indictment, conviction, no contest or guilty pleas, or any adjudication of the employee for any felony or misdemeanor, or any offense involving moral turpitude. An offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension must be reported. The requirement to report an arrest, indictment, conviction, no contest or guilty plea, or other adjudication shall not apply to minor traffic offences unless the employee is driving students or a district-owned vehicle.

### **Email and Voicemail**

Good communication is required for a successful organization. It is the District's expectation that voicemail and email accounts be checked at least once per work day. It is the responsibility of the employee overseeing the paraprofessional to ensure that a device and a scheduled work time is accessible to the staff member for checking emails and/or voicemails. Email and voicemail are tools to increase efficiency utilized by the District and should be used solely for professional purposes, and in accordance with the District's Acceptable Use Policy.

It is important to note that there should be no expectation of privacy for online/network activity.

### **Personal Communications**

Personal communications should be kept to a minimum and cannot interfere with employment expectations. Personal cell phone use, text messaging, other personal communication, or other recreational uses by district staff must be kept to scheduled breaks, duty-free lunch and outside of the school day. Personal devices used for work-related purposes are acceptable.

Emergency exceptions can be made with an employee's direct supervisor.

### **Licensure/Certification**

It is the responsibility of the employee to obtain and maintain all required licenses and certifications for his/her position. Employees are required to maintain the licenses/certifications that are in effect upon hire, unless otherwise allowed by the District Administrator at his or her discretion.

### **Determination of Assignments**

The District will determine employment assignments based on the needs of the District. Employees will be assigned by the District Administrator or his/her designee. Employees may express in writing to the District Administrator or his/her designee their preference of school, grade level or subject.

The District, at its discretion, may involuntarily transfer an employee to a vacant or new position in the District. If an employee wishes to be transferred to another position which is open, application for a transfer should be made in writing to the District Administrator or his/her designee. An employee who applies for a vacant position may be granted an interview for the position. The District retains the right to select the most qualified individual (internal or external candidate) for any position.

All current employees in the District may apply for summer school positions.

### **Reduction in Staff**

Reductions in staff will be determined by the Board and based on the needs of the District.

### **Layoff**

The Board reserves the right to reduce the number of positions (full layoff) or the number of hours in any particular position (partial layoff). In deciding which positions to reduce or eliminate as well as the individuals affected, the Board shall act in the best interest of the District.

### **Operation of District Vehicles**

Any employee who drives a District vehicle must provide proof of a valid driver's license and must submit a copy of a valid driver's license to the District Office. All traffic violations must be reported to Administration within three days of receiving the violation. The District expects employees to be safe and adhere to the rules of the road. Citations received while driving a District vehicle are the responsibility of the driver and may result in disciplinary action. The District does complete background checks on all employees which does include the employee's driving record. A staff member may have restrictions on transporting students or may be restricted from driving a district vehicle based on the information contained in the driving record.

### **Operation of Personal Vehicles**

The Board of Education will pay the IRS rate for approved out-of-district travel as well as travel between buildings when employees are required to travel as part of their assignment. Employees must submit a request for travel reimbursement. Employee personal insurance shall serve as the first level of coverage.



### **Transportation of Students**

It is the District's position that transporting students in personal vehicles should be avoided. It puts the driver/owner at considerable risk for litigation and increased liability. However, in the rare circumstances when student transportation cannot be avoided, proof of valid license, vehicle inspection report, and insurance must be shared with the District Office. The vehicle inspection report will be valid for a period of (1 year) from the time of the inspection and will be kept on file in the District Office. Any accident or damage to the vehicle will require a new inspection prior to transporting students. Prior written administrative and parent permission is required and the owner of the vehicle has primary liability for any incident. (AG 8660)

### **Confidentiality**

~~Employees are responsible for protecting the confidentiality of all information concerning employees, students, clients, donors and organizations with which the District does business.~~

~~Student education records are treated as confidential under the Family Education Rights and Privacy Act of 1974 and Wisconsin state statutes.~~

Wisconsin Statutes 118.125 and 118.26 outline the confidentiality of all student records including behavioral, health, and academic records. The District interprets these statutes to mean that unless an individual has a "right to know," the academic, health, and behavioral records of students are not to be shared. This can be carried forward to both the written record and verbal conveyance of student health, academic, and behavior progress (or lack thereof). Open discussion of student progress, behavior, or health issues with individuals that do not have a "right to know" could be contrary to Wisconsin Statutes and could compromise professional accountability. These statutes are not intended to restrict staff from asking for assistance or ideas on how to handle a particular situation.

Failure to maintain the confidentiality of student records shall result in discipline, up to and including, termination of employment.

When there is separation of employment, individuals must return all paper and/or electronic documents (including storage devices) containing any confidential or proprietary information.

### **Professional Appearance**

Employees are expected to dress in a professional manner appropriate to their working conditions and type of work performed. Certain departments, such as Food Service and Custodial may require special attire for work. Employees should consult their supervisor regarding dress code requirements. For most Instructional and Secretarial staff, business casual is most appropriate. Casual dress is appropriate for certain field trips, shop experiences, lab experiments or times when clothing could become soiled. All employees are District representatives at co-curricular activities and conferences and should appear as such.

### **Copyright**

~~The District expects all employees to model legal and ethical behavior. Therefore, all copyright, video, web publishing and internet laws and guidelines must be followed by all District employees.~~

A variety of machines and equipment for reproducing materials to assist employees in carrying out their educational assignments are available to professional educators in both the school and home setting. Infringement on copyrighted material, whether prose, poetry, graphic images, music audiotapes, video, or computer-programmed materials, is a serious offense against federal law, a violation of

Board policy, and contrary to ethical standards for District employees. All reproduction of copyrighted material shall be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form. Employees are further advised that copyright provisions apply to all forms of digital media.

### **Community/Co-curricular Involvement**

Learning in our school goes beyond the classroom. Employees are encouraged to attend co-curricular events.

### **Food Service Purchases**

All staff are welcome to purchase a meal or ala carte items during scheduled meal hours. Meal hours vary by building and level. Purchases are made utilizing a District supplied identification number. An ID number is established to correspond to a personal lunch account. The account is a debit system; therefore, funds must be in the account prior to making a purchase. Cash is not accepted in the lunch line.

### **General Rules of Conduct**

Employees represent the District at all times and in all places. Employees are expected to model positive, effective behavior and to adhere to the highest standards of their profession.

Annually, all personnel will review a list of District expectations and sign verification of such review. Many of these expectations also appear in this Handbook. These expectations are by no means exhaustive or complete, but simply list examples of conduct that may result in disciplinary action, up to and including termination. The District reserves the right to determine the appropriate discipline based on the circumstances of the individual incident.

These rules do not supersede or restrict legal rights and activities of employees.

### **Grievances**

The District encourages collaborative problem solving. Employees are encouraged to share any employment-related problem with their immediate supervisor informally. This discussion often produces more immediate solutions than a formal process.

The District has adopted a grievance policy (*Policy 3340, 4340*) that is available online, via the District website or from the Administration Office. The process for filing a grievance is outlined in detail in Policy 4340.

### **Identification Badge**

In order to maintain a safe, secure environment, all employees are required to have their photographs taken and wear the District-issued identification badge during the work day and at District functions when serving in a work-related role. Staff should sign-in when in a building that is not their home base.

### **Solicitations**

Employees may not use their positions to solicit funds, recruit membership, disseminate personal or political information that in any way interferes or distracts from the District’s vision, mission and purpose.

### **Safety Plans**

Safety is the responsibility of all employees. As such, all employees are required to become familiar with the safety plan and participate in all safety drills and practices. Office and classroom areas are required to have Safety Plans and Evacuation/Shelter Maps displayed. Be sure to know where to report in the event of an emergency or drill.

Employees are encouraged to monitor hallways and grounds for unescorted/unfamiliar visitors and report them to the building office.

### **Child Abuse Reporting Requirement**

Wisconsin Statutes 48.981 requires all school district employees to report cases of suspected child abuse or neglect. Each Support Staff employed by the District who has reasonable cause to suspect child abuse or neglect shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse or neglect resulting in physical or mental injury to a student by other than accidental means. The employee shall immediately notify the appropriate administrator according to the District's Reporting Procedure for Student Abuse or Neglect and be responsible for contacting the appropriate authorities (Manawa Police Department, Waupaca County Sheriff's Department and/or Waupaca County Department of Health and Human Services) who will then provide additional steps depending on the situational details and the child's residence address. The Child Abuse Reporting form can be found on the District website.

A reporting staff member shall not be dismissed or otherwise penalized for making a report of child abuse or neglect. Failure to report cases of suspected child abuse or neglect shall result in discipline, up to and including discharge.

### **Payroll Information**

#### **Salary/Wage**

The Board of Education will comply with state statutes as to employee compensation. Employees will receive individual notice as to their salary/wage for full-time employees prior to July 1<sup>st</sup> and for part-time employees prior to their start date.

#### **Timecards**

All support staff employees are required to submit a signed timecard for hours worked each week to their supervisor. Any variation from an employee's schedule must be approved by a supervisor before working alternate hours. Time will be recorded to the closest quarter hour.

#### **Residency**

The District encourages employees to reside within the school district.

#### **Payroll Payments**

Payroll payments for Support Staff will be made on or about the 15<sup>th</sup> and final business day of the month. All Support Staff employees will have their paychecks (after all appropriately authorized amounts have been deducted) directly deposited into a designated bank account.

Full-time employees will receive their pay based on their calendar of employment. Annual hours worked will be calculated and spread equally over twenty-four (24) pay periods. Variations to the employment

calendar will be paid out each pay period. Upon termination of employment, final wage payments will be calculated.

Part-time employees will receive their pay based on hours worked during a payroll period. Most part-time employees will receive twenty (20) pay periods starting September 15 through June 30. School calendar breaks are unpaid.

#### Direct Deposit

The District will pay employees through Direct Deposit to an account at a financial institution of the employee's choice. Employees will provide the District Office with information needed to accomplish the Direct Deposit payroll process. Employees must enroll in Direct Deposit within fifteen (15) calendar days of the time of hire or rehire. Employees must participate in the Direct Deposit payroll process as a condition of new or continued employment unless otherwise prohibited by law.

The District utilizes Direct Deposit for all District payments and reimbursable expenses to employees.

Changes to information regarding Direct Deposit shall be received by the District Office at least fifteen (15) calendar days prior to the date of the change. The District will not be responsible for deposits made to a former account where the request for the change has not been timely provided the District Office.

### **BENEFITS**

The Board reserves the right to select the carriers and plans for any insurance benefits provided by the District.

#### District Provided Benefits

The Board provides a competitive and comprehensive package of benefits to its employees. The Board retains the final authority to establish, modify, rescind, add, or in any way affect employee benefits. Annually, in conjunction with the budget process, the anticipated share cost of all employee benefits, specifying both the employee and employer share, shall be approved through Board action.

Insurance coverage will commence on the first day of the month following the hire date of the eligible employee. Except for cases of misconduct, Support Staff whose employment is terminated at the conclusion of a school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through June 30 of the same year in which the employment was terminated. Support Staff whose employment terminates during the school year shall have their health, dental, life, and long-term disability insurance coverage continued and paid at the same District rate through the last day of the last month of their employment.

#### Workers' Compensation

Workers' Compensation is to provide for payment of medical expenses and for partial salary continuation in the event of a work-related accident or illness. The District will provide Workers' Compensation as required by law. The amount of benefits payable and the duration of payment will depend upon the nature of the injury or illness. Any employee who is injured on the job shall report the injury to his/her supervisor prior to seeking medical attention, if possible. In the event of an emergency, the employee shall notify his/her principal within twenty-four hours after the occurrence of the injury or as soon as practicable. The employee shall complete an Employee Incident Report form available on the District website under district forms or in his/her school office and submit it to the supervisor.

Some types of injuries suffered while at work may not be covered by worker's compensation insurance.

Examples of non-covered injuries suffered at work include, but are not limited to, the following:

- a. Injuries because of a self-inflicted wound;
- b. Injuries sustained because of an employee's horseplay;
- c. Injuries sustained while an employee does an activity of a private/personal nature. For example, while playing basketball during an unpaid lunch break.

### **Wisconsin Retirement System (WRS)**

The Board will comply with the requirements as to contributions for employees to the Wisconsin Retirement System (WRS) as established by State Statutes and the Department of Employee Trust Funds.

### **Health, Dental, and Vision Insurance**

The District reserves the right to select the carrier(s) and to determine the plan benefits including deductibles, co-pays, and other coverage for health and dental insurances. The District reserves the right to change the structure of the benefit plan, including eligibility, at any time. Specific information concerning the plan is found in the appropriate Summary Plan Description which governs all conditions of coverage. The plan documents are maintained in the Business Office and provided to employees who enroll in the coverages.

Eligible employees who are covered under fully insured group health, vision, and dental plans are assured the privacy protections required by Federal and State Law.

### **Eligibility for Health, Dental, and Vision Insurance**

Full-time employees and ~~support staff~~ **part-time** employees regularly working 30 hours or more per week (~~PT-1~~) will be eligible for health, dental, and vision insurance. Support staff regularly working less than 40 hours per week will have the District's percentage of contribution pro-rated as a percentage of full-time employment for purposes of group health, dental, and vision insurance.

### **Premium Contributions for Health, Dental, and Vision Insurance for Eligible Employees**

The District will pay a portion of the premium for group health, dental, and vision insurance (family, employee plus one, or single) depending on the employee election. Those who choose to participate in the Health Risk Assessment (HRA) are eligible for applicable incentives. Employees calculated at 1.0 FTE status will have eighty-six percent (86%) of the monthly premium rate paid by the District and fourteen percent (14%) will be paid by the employee. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

### **Group Term Life Insurance for Eligible Employees**

The District will pay the full amount of the premium for life insurance equal to the annual amount of the employee's total salary for employees working twenty (20) or more hours per week.

### **Group Long-Term Disability Insurance for Eligible Employees**

The District will pay the full amount towards the premium of a long-term disability insurance plan that provides sixty percent (60%) of the annual wage to employees working twenty (20) or more hours per week.

### **Liability Insurance**

Employees are covered by the District's liability policy while acting within the scope of their defined duties and responsibilities. The District's liability policy shall be in accordance with Wisconsin Statutes.

### **Voluntary Benefits for Support Staff Working Over 20 Hours per Week**

### Short-Term Disability

The Board shall make Short-Term Disability Insurance available to eligible employees at the employee's expense. The insurance carrier(s), program(s) and coverage(s) will be selected and determined by the Board.

### Tax-Sheltered Annuity (TSA) / 403(b) Retirement Plan

A TSA program is available to employees in accordance with the District's policies governing the 403(b) program. (*Policy 6520*)

### Section 125/Flexible Spending Account

The Section 125© Plan is a pre-tax, payroll deduction account that allows employees to set aside up to \$5,000 for dependent, child or adult care and the maximum allowable by law for additional medical, dental or vision expenses not covered by insurance. An annual election is made with a July 1 through June 30 benefit period. Claims can be made during the benefit year and up to ninety (90) days after for expenses paid by the individual during the previous calendar year. (*Policy 6520*)

## **EMPLOYEE SEPARATION**

### Timeline

Support Staff employees are encouraged to provide at least fourteen (14) days advance notice of resignation.

Support Staff wishing to retire are requested to inform the District Administrator, in writing, no later than March 1<sup>st</sup>.

An employee who fails to report to work for three (3) or more consecutively scheduled workdays unless prior permission is received from the employee's supervisor or unless circumstances beyond the employee's control may result in dismissal.

The District requests a minimum two-week notice when breaking the Memorandum of Understanding.

### Job Vacancies

When the District determines to fill a vacant position, it will consider such factors as skill, competence, efficiency, training initiative, leadership qualifications, and ability to work with supervisors. The most qualified applicant shall fill the vacancy.

### Overtime

Overtime shall only be paid if Support Staff employees have secured advanced written approval from their Supervisor. Time worked over forty (40) hours per week will be paid at the rate of one and one-half times the employee's regular rate of pay.

### Compensatory Regular Time

Time worked over forty (40) hours per week may be used as compensatory time with the advance written approval of a supervisor. Compensatory Time shall be logged into Skyward at the rate of one and one-half times the employee's regular time.

Comp Time Example 1: An employee works a full 40-hour week and worked an additional four hours that same week. The employee may choose to either a) receive overtime pay for four hours or b) take six hours of comp time (if comp time is chosen in lieu of overtime, comp time will be at 1 ½ hours for each overtime hour worked).

Comp Time Example 2: An employee works four days and took either a sick day or vacation day during the week. The employee worked an additional four hours the same week. Because the employee did not actually work their normal scheduled hours for the week, the employee may choose to either a) receive straight pay for the four hours or b) take four hours of comp time.

**PLEASE NOTE:** Comp time may be accrued up to 5 comp days (maximum 40 hours) before it must be used and shall not be used for more than three (3) consecutive days. Preferably, this time should be used within 30 days from when it was earned. All comp time must be used by June 30 or any accumulated compensation time will be paid out. Compensatory time will not carry over into the next school year.

### **Call Time/Call-in Pay**

Any employee called in to work by their supervisor outside his/her regular schedule shall receive a minimum of one (1) hour pay. Time over forty (40) hours per week will be paid at time and one half.

### **PAID TIME OFF**

Days are defined as the average number of hours per day the employee is regularly scheduled to work in a week. For example, an employee scheduled to work 28.75 hours per week, a day is equal to 5.75 hours. When submitting time off requests, the employee must request the time off scheduled for that particular day. In the above example, if the employee is scheduled to work 5 hours on Monday and they wish to take Monday off, only 5 hours is subtracted from Sick or Paid-Time-Off leave.

### **Holidays**

Full-Time and Annual Part-time Employees shall be granted ten (10) paid holidays per year as follows:

- |                               |                   |
|-------------------------------|-------------------|
| 1. Independence Day           | 6. Christmas Day  |
| 2. Labor Day                  | 7. New Year's Eve |
| 3. Thanksgiving Day           | 8. New Year's Day |
| 4. Day After Thanksgiving Day | 9. Good Friday    |
| 5. Christmas Eve              | 10. Memorial Day  |

Eligibility: Holiday pay will be paid only to those employees who have worked their scheduled hours the day before and the day after the holiday, except if they are on an excused leave or as approved by their supervisor.

Holiday Pay: ~~Holiday pay shall be computed on the straight time hourly rate received by the employee on the day immediately following the holiday.~~ **Holidays will be paid at the average number of hours per day the employee is regularly scheduled to work in a week. For example, an employee scheduled to work 28.75 hours per week will earn holiday pay for 5.75 hours regardless of the actual time scheduled to work on the scheduled holiday. If the employee is scheduled to work 5 hours on Monday and a holiday falls on a Monday, the employee will be paid for 5.75 hours.**

Holidays Fall on Weekends: When a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. When a holiday falls on Sunday, the following Monday shall be observed as the holiday. In the event Christmas Eve or New Year's Eve fall on Saturday or Sunday, the preceding Friday shall be observed as the holiday. In the event Christmas Day or New Year's Day fall on Saturday or Sunday, the following Monday shall be observed as the holiday. In the event the day to be observed as a holiday falls on a school day, the **actual date of the holiday will be determined by the District** ~~parties shall mutually agree upon a non-school day to be observed as the holiday.~~

School Year, Part-time and Extended, Part-time 1 & 2 Employees shall be granted six (6) paid holidays per year as follows:

- |                               |                  |
|-------------------------------|------------------|
| 1. Labor Day                  | 4. Christmas Day |
| 2. Thanksgiving Day           | 5. Good Friday   |
| 3. Day after Thanksgiving Day | 6. Memorial Day  |

~~Part-time 3 Employees will not receive any paid holidays.~~

**Vacations**

Vacation Accrual: Vacations shall be granted to all **annual**, full-time **and annual, part-time** employees, based on their total length of service using the following as a guide:

<del>AFTER Continuous Years of Service 60-calendar</del> <b>day probation period</b>	Number of Vacation Days
<b>In year One (1) year</b>	Five (5) days <b>prorated to June 30<sup>th</sup> after probation period</b>
<b>In year Two (2) years (starting July 1<sup>st</sup>)</b>	Ten (10) days
<b>In year Ten (10) years (starting July 1<sup>st</sup>)</b>	Fifteen (15) days
<b>In year Fifteen (15) years or more and beyond (starting July 1<sup>st</sup>)</b>	Twenty (20) days

Negotiated exceptions will be noted and kept on file in personnel documentation.

Selection of Vacation Time: Employees shall normally be granted their vacation requests provided the work schedule permits and the request is made at least two (2) weeks prior to the beginning of the requested vacation. Should a conflict arise between two or more employees' vacation request, such requests shall be granted on an alternating basis, provided at least a two (2) week notice has been given. Vacations for an employee shall not be cumulative from year to year, but no vacation shall be forfeited if vacation could not be taken in a given year because of the Employer's non-approval of a vacation request.

Vacation Pay Upon Separation: Upon separation, employees shall receive payment for all unused accrued vacation for the current year, vacation days earned will be prorated from July 1 to the separation date.

**Sick Leave**

**After a 60-day probation period,** Support staff employees will earn sick/personal leave as follows:

- **Annual, full-time and annual, part-time** Employees will have 13 new days annually – ~~three (3) seven (7)~~ for personal business and ~~ten (10) six (6)~~ for sick leave use.



- ~~Part-time 1~~ **School Year, Part-time** employees **regularly working over 30 hours per week** will have 10 new days annually – ~~three (3)~~ **five (5)** for personal business and ~~seven (7)~~ **five (5)** for sick leave use.
- ~~Part-time 2~~ **School Year, Part-time** Employees **regularly working under 30 hours per week** will have 10 new days annually - ~~two (2)~~ **five (5)** for personal business and ~~eight (8)~~ **five (5)** for sick leave use.
- ~~Part-time 3~~ Employees regularly **working under 20 hours per week** will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

**In the first year, sick/personal leave days/hours will be prorated starting after the 60-day probation period.**

Incentive to Sick Leave: For all employees eligible to earn sick leave, leave will accumulate up to ninety (90) days. Employees that have accumulated the maximum of ninety (90) days of unused sick leave will receive \$50 for every day over ninety (90) remaining on June 30. This is in lieu of “losing” unused sick days and will be paid on the July 15 payroll.

### **Gifting of Sick Leave**

An employee may choose to gift sick leave **days time** to another employee who has exhausted existing sick leave and who is personally experiencing a catastrophic illness or accident. A catastrophic illness or accident is a severe illness/accident requiring prolonged hospitalization or recovery. Examples would include coma, cancer, leukemia, heart attack or stroke. These illnesses or accidents usually involve high costs for hospitals, doctors and medicines and may incapacitate the person from working, creating a financial hardship. An employee with ten (10) or fewer sick days remaining in his/her own sick leave bank shall not be permitted to gift sick leave **days time**. An employee may gift up to **the equivalent time of three (3) sick days**. **Days Time** will be gifted in the order in which ~~they are~~ **it is** donated in the Skyward system. Any unused **days time** will be returned to the donor on or before June 30<sup>th</sup>.

### **Bereavement Leave**

Support Staff shall be granted up to (4) days of Bereavement Leave in the event of a death in the family or close relationship. It is the employee’s responsibility to submit the appropriate time-off information in Skyward and email his/her principal and/or supervisor in advance of taking such leave. Support Staff who access Bereavement Leave consisting of multiple days for the same death shall confer with his/her supervisor in advance for the purpose of maintaining smooth school operations in his/her absence. The District may require proof of the death, the relationship, travel itineraries, or other documentation from the employee whenever the District deems such verification appropriate.

### **Emergency Leave**

In the event of an emergency not covered by illness in the family as indicated in the Paid Time Off section or death as indicated in the Bereavement Leave section, the employee may apply for Emergency Leave to be granted by the District Administrator. Emergency Leave shall be deducted from Sick Leave and will be granted only if sufficient evidence is submitted to satisfy there is a compelling reason for absence. Usually this leave will be granted only under extraordinary and uncontrollable circumstances. These circumstances will usually fall under the classification of "an act of God" and will be of such a nature that they could not possibly be foreseen by the employee, such as damages to the employee’s residence or vehicle caused by fire, flood, tornado, or other unforeseen emergency.

### **Jury Duty and Witness Duty**

Any employee who is not able to report for work because of jury duty or acting as a witness in a matter in which the employee is not a party, will be paid for the time missed. The employee shall provide the

District with any payment received from serving on the jury. Employees must notify their immediate supervisor as soon as notice of jury duty is received and as soon as jury duty terminates.

Support Staff shall report to work if released from jury duty or the witness stand when at least a half-day remains in the scheduled work day. Support Staff are required to submit proof to verify the amount of the payment and their requirement/request to appear to be placed in the employee file.

### **National Guard Duty**

Where an employee is absent due to required service in the National Guard or Reserve, the employee will be paid his/her full salary for a period of up to five days for such absence, barring any overriding provision by the state or federal government. This leave will be granted without any deduction from the employee's PTO or vacation account, provided that the employee must endorse to the District all payments by the military for the days covered by paid leave from the District. However, an employee may choose to use PTO or vacation in order to retain both District pay and military pay.

### **Military Leave for Active Duty**

Support Staff will be granted a military leave of absence for absences from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Support Staff must give their supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

Support Staff will not be paid for military leave. However, Support Staff may use any available accrued paid time off to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable places for which the employee is otherwise eligible.

An employee who is on military leave for up to 30 days must return to work on the first regularly scheduled work period after the service ends (allowing for reasonable travel time). An employee who is on military leave for more than 30 days must apply for reinstatement in accordance with USERRA and applicable state laws.

Support Staff who return from military leave (depending on the length of military service in accordance with USERRA) will be placed either in the position the employee would have attained if he/she had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if he/she had been continuously employed.

### **Administratively-Approved Leave**

An employee may request Administratively-Approved Leave (with or without pay) for absences not covered under PTO, Bereavement Leave, or Emergency Leave provisions. Typically, such leave is for "once-in-a-lifetime" events over which the employee has no control of the date. Paid Administratively-Approved Leave shall access the employee's PTO/Sick Leave account. Unpaid Administratively-Approved Leave shall result in a pro-rated daily deduction of the employee's next payroll. This leave and the conditions thereof, including compensation, shall be at the discretion of the District Administrator whose decision shall be final and without appeal.

Written requests for Administratively-Approved Leave shall be made with the appropriate form at least three days prior to the absence to the District Administrator if advance notice is available. In the event that three days' advance notice is not available, the employee shall be responsible for submitting the appropriate form as soon as the information is available.

Administratively-Approved Leave, either paid or unpaid, shall not be granted for participating in job

actions such as picketing or demonstrating, or to participate in activities designed to disparage, embarrass, or discredit the District.

### **Family and Medical Leave Act (FMLA)**

Support Staff have access to absences covered by the federal Family Medical Leave Act (FMLA) and the Wisconsin Family Medical Leave Act (WFMLA) in accordance with provisions and procedures specified in *Policy 3430.01, AG 3430.01A, and AG 3430.01B*. Questions regarding FMLA leave should be directed to the District's Business Office.

## **LEAVES OF ABSENCE**

### **Unpaid Leave of Absence**

Employees must submit a written request for an unpaid leave of absence to the Board. The Board may grant the request for a leave of absence at its discretion. The leave of absence will begin and end on the dates approved by the Board. A leave of absence may not exceed twelve (12) calendar months.

Employee participation in fringe benefits will be discontinued during a leave of absence. The employee may remain a member of the District's group insurance plans (to the extent permitted by the carrier); however, he/she must pay the premiums to the District during the leave of absence.

Sick leave will not accrue during a leave of absence; however, any accumulated sick leave at the time of the leave of absence will be reinstated upon return.

### **Child-Rearing and Adoption Leave (Extended Beyond FMLA/WFMLA)**

Employees with a minimum of three years of continuous local experience may apply for unpaid Child-Rearing/Adoption Leave. Such leave is subject to Board approval and may be taken for no longer than two semesters. The Board reserves the right to limit approved leaves to no more than two employees per school year and is subject to hiring a qualified replacement for the leave period. This leave provision is not available to employees who have used this leave provision within the previous three years.

Application should be made in writing at least three months prior to the requested start of the leave. If conditions are such that three months' advance notice is not reasonable, then application should be made as soon as practicable with an explanation as to the cause of the reduced advance notice.

Failure to Return after Expiration of Leave: In the event the employee does not return to work following the expiration of the leave, and subject to applicable legal restrictions, he/she will be deemed to have resigned his/her position with the District and waived any and all rights to further employment by the District.

Interaction with Family and Medical Leave Provisions: Unpaid medical leave, the term of such leave, and participation in insurance programs under this section as provided for above shall run concurrent with any leave(s) provided for under the Wisconsin Family and Medical Leave Act and/or under the federal Family and Medical Leave Act.

### **Evaluations**

Support Staff will be evaluated annually by their immediate supervisor. Evaluations will be a key determining factor in whether the employee will be considered for continued employment. In addition, the employee's salary advancement will also be dependent on the recommendation of the supervisor based on the evaluation report.

### **Fobs and Keys**

Employee identification badges, parking permit, keys and the key fob for building entry will be issued to employees after initial hire.

**Work Orders**

Employees are asked to submit Work Orders within 24 hours of becoming aware that something is not in good working order. The Work Order form can be found online under the District Forms tab.

**Unpaid Debt to the District**

Employees that accrue debt due to unpaid food service bills, non-sufficient funds check, or other reasons will have this amount subtracted from their pay on June 15<sup>th</sup> payroll.

**SCHOOL DISTRICT OF MANAWA  
ACKNOWLEDGEMENT OF RECEIPT OF  
EMPLOYEE POLICIES AND HANDBOOK**

I acknowledge that I have received and reviewed a copy of the School District of Manawa Policies and Support Staff Handbook (Handbook). I understand that it is my responsibility to read it thoroughly. If there are any policies or provisions provided to me that I do not understand, I will seek clarification from my immediate supervisor. I understand that this Handbook states the School District of Manawa's policies and procedures are in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits or a binding contract with the School District of Manawa for employment or benefits or for any other purpose. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by the School Board, or a policy contained herein, my

employment is at will and my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the District or at my option.

I understand that I must sign and date a copy of this receipt and return it to the District Office and failure to do so may result in my immediate termination.

Employee Signature: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_

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



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 5/21/2021  
**Re:** Sick Leave Revision – Support Staff Handbook

---

### Recommendation:

Currently, the Support Staff Handbook states (p. 22-23):

#### Sick Leave

Support staff employees will earn sick/personal leave as follows:

- Full-time employees will have 13 new days annually - 3 for personal business and 10 for sick leave use.
- Part time 1 employees will have 10 new days annually - 3 for personal business and 7 for sick leave use.
- Part-time 2 employees will have 10 new days annually - 2 for personal business and 8 for sick leave use.
- Part time 3 employees will not earn paid sick/personal leave
- All unused PTO rolls into sick leave at the end of the fiscal year (June 30<sup>th</sup>).

I recommend changing the handbook language to:

#### Sick Leave

**After a 60-day probation period,** Support staff employees will earn sick/personal leave as follows:

- **Annual, full-time and annual, part-time** employees will have 13 new days annually – ~~three (3)~~ **seven (7)** for personal business and ~~ten (10)~~ **six (6)** for sick leave use.
- ~~Part time 1~~ **School Year, Part-time** employees **regularly working over 30 hours per week** will have 10 new days annually – ~~three (3)~~ **five (5)** for personal business and ~~seven (7)~~ **five (5)** for sick leave use.
- ~~Part time 2~~ **School Year, Part-time** Employees **regularly working under 30 hours per week** will have 10 new days annually - ~~two (2)~~ **five (5)** for personal business and ~~eight (8)~~ **five (5)** for sick leave use.
- ~~Part time 3~~ Employees regularly **working under 20 hours per week** will not earn paid sick/personal leave.
- All unused PTO will roll to Sick Leave at the end of the school year (June 30).

**In the first year, sick/personal leave days/hours will be prorated starting after the 60-day probation period.**

---

#### 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

**Rationale:**

Support staff have brought to the Support Staff Handbook committee that they would like to have more days for personal business allocated to them. In the recent past and for only about 3 years, all time off was considered personal time off and there was no delineation between sick and personal time. Time off was time off and no questions were asked about the reason.

Perceived problems with additional time off for personal business:

- In the past, staff used this time to take vacations or do errands or shopping. This was not received well by the community as many of the support staff work 175-185 days and have over 80 days “off” during the summer months as well as student recess days throughout the school year (i.e. winter and spring break).
- Annual, Full-time and Annual, Part-time staff earn vacation per the Support Staff Handbook and additional PTO may be perceived as additional vacation time.
- It is difficult to find substitutes to fill in for support staff positions.

Perceived benefits with additional time off for personal business:

- It has become increasingly difficult to keep good employees. As a public school, there is little that can be done to significantly increase wages while keeping a balanced budget. Allocating more time off for personal business is an incentive with little overall cost increase to the District.
- The district substitute caller endorses this change so that staff might be more likely to arrange for future absences further in advance. Finding a substitute at the last minute is far more difficult than making those arrangements even a few days in advance.
- Increasing the number of PTO days might also increase the truthfulness in using time off.



## School District of Manawa

*Students Choosing to Excel, Realizing Their Strengths*

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 5/25/2021  
**Re:** Paid Time Off for Personal Business Stipulations – Support Staff Handbook

---

### Recommendation:

The Board of Education may wish to add stipulations to Paid Time Off for personal business to the 2021-22 Support Staff Handbook. These may include:

1. PTO for personal business must be taken in full day increments.
2. A maximum of 5 staff district wide may use PTO for personal business on the same day.
3. No more than 3 PTO for personal business days may be used consecutively.
4. PTO for personal business may not be taken on Mondays or Fridays in May.
5. PTO for personal business may not be taken on Mondays or Fridays in December.
6. PTO for personal business may not be taken to extend paid holidays, vacation time (per the handbook), or school recess days (i.e. winter or spring break).

### Rationale:

Any or all of these stipulations may be adopted in an effort to avoid perceived problems with increasing the number of PTO for personal business for all support staff.

---

#### 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*

**To:** Board of Education  
**From:** Carmen O'Brien  
**cc:** Dr. Melanie Oppor  
**Date:** 5/25/2021  
**Re:** Earned Vacation Time – Support Staff Handbook

### Recommendation

Currently, if the initial changes to the Support Staff Handbook 2021-22 are approved, vacation is earned by Annual Full-time and Annual Part-time staff as follows:

- In year 1, 5 days (prorated after a 60-day probation period)
- In year 2, 10 days
- In year 10, 15 days
- In year 15 and beyond, 20 days

Any vacation not used by June 30<sup>th</sup> is forfeited.

The Board of Education may wish to consider increasing the rate at which vacation time is earned.

#### Option A

In year 1, 5 days (prorated after a 60-day probation period)

In year 2, 10 days

In year 5, 15 days

In year 10 and beyond, 20 days

Any vacation not used by June 30<sup>th</sup> is forfeited.

#### Option B

In year 1, 5 days (prorated after a 60-day probation period)

In year 2, 10 days

In year 7, 15 days

In year 12 and beyond, 20 days

Any vacation not used by June 30<sup>th</sup> is forfeited.

### Rationale

Currently an employee must wait 8 years between years 2-10 of employment to earn another week of vacation.

#### 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*

TO: SDM Board of Education  
CC: Dr. Oppor  
FROM: Bryant Cobarrubias  
DATE: May 27, 2021  
SUBJECT: SDM Technology Plan Revisions

The list below describes the changes to the SDM Technology Plan.

Page #	Current Language	Proposed Change or Addition
1		Updated table of contents
3		Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.
4	Technology Infrastructure Lifecycle This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.  Network switches Virtual environment Storage devices UPS equipment Windows servers Security cameras	Technology Infrastructure Lifecycle This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.  Storage devices UPS equipment Security cameras





6

From:

## Technology Goals

### Short Term

Task	Description	Target Date
Continue Technology Committee	Re-assemble a team of educators to work on teaching and learning elements of this plan.	Winter of 2019-20 school year.
Technology Rotation Plan	Rotation plan for all district technology valued over \$300.	End of SY 2019-20
Technology PD Planning	Continue to develop initial technology PD plan	End of SY 2019-2022
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2019-2021-22
District-wide adoption of digital citizenship ISTE framework	Research and adopt a digital citizenship framework implementation of ISTE standards.	End of SY 2020-21

**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



## Long Term

Task	Description	Target Date
Digital Citizenship Plan / Curriculum	Implement digital citizenship framework.	1-2 years
Digital Literacy Plan / Curriculum		2-3 years
Instructional Delivery Modes	Document how the SDM technology department supports various teaching styles.	1-2 years
Support Technology PD Plan		Ongoing

To:

## Technology Goals

Task	Description	Target Date
Technology PD Planning	Continue to develop technology PD plan	End of SY 2021-22
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2021-22
District-wide adoption of ISTE framework	SDM implementation of ISTE standards.	End of SY 2021-22

### 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



6

## District Technology Committee

A well-implemented technology plan requires feedback and commitment from our educators. During the 2018-19 school year we formed a committee to plan and document how technology is integrated in our classrooms.

The team is a diverse group of teachers from both schools across all grades and academic disciplines. This is our roster for the 2018-19 school year.

- Bryant Cobarrubias - Administration
- Jennifer Krueger - District-wide, Support
- Katharine McArthur - High School, Social Studies
- Amy Anaya - High School, Foreign Language
- Jeff Bortle - High School, Mathematics
- Nate Ziemer - Junior High School, Science
- Jill Seka - Special Education
- Cortney Stilen - Elementary Level, Grade PK-2
- Meria Wright - Elementary Level, Grade 3-6
- Sarah Bortle - Elementary Level, Specials

### 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



		The team will be reassembled for the 2019-20 school year late fall and early spring.
6	<b>Instructional Delivery Modes</b> Blended learning is a mixture of learning methods that incorporate multiple teaching modes. Often this includes a combination of face-to-face and online learning. This section describes our plan to encourage and support technology use to provide a differentiated learning experience for our students.  <a href="#">SDM Technology: Instructional Delivery Modes</a>	
7		<b>Chromebook 1-to-1 Program</b> Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The following documents describe the SDM Chromebook program in greater depth.  <ul style="list-style-type: none"><li>• <a href="#">SDM Chromebook Program: Program Handbook</a> (See Separate Handbook)</li><li>• <a href="#">Chromebook Rotation</a></li><li>• <a href="#">Technology Acceptable Use and Safety Form</a> (See Appendix A)</li><li>• <a href="#">Software Security, Privacy, and Safety Rubric</a> (See Appendix B)</li></ul>

**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



7

## Student Data Privacy

School districts are trusted with a tremendous amount of sensitive student data. As good stewards of this data the SDM established a process for reviewing third-party software applications to ensure data is used only for educational purposes.

This [Software Security, Privacy, and Safety Rubric](#) (Appendix B) grades the software across seven key metrics. Reviewed online services are described in the [SDM Online Reviewed Services](#) (Appendix C) document. Any software product must be reviewed before student accounts are created or student data is shared.

8-9

Removed:

### Elementary Chromebox Lab Software

Software	Notes	License Cost
Default Homepage	<p>Students have the following links available when logging into a public session.</p> <ul style="list-style-type: none"> <li>● ABCYA.com</li> <li>● Raz Kids</li> <li>● Renaissance Star</li> <li>● Academy</li> <li>● Typing Pal</li> <li>● Follett Destiny - Manawa Elementary</li> <li>● StarFall</li> <li>● Hour of Code</li> </ul>	

#### 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



- ThinkCentral MegaMath
- Teach Your Monster to Read

**Elementary Makerspace Software**

Software	Notes	License Cost

**Woodshop & Metalshop Software**

Software	Notes	License Cost

10

From:

**Software Subscriptions**

TBD: Detailed list of available software subscriptions available to staff & students.

To:

**Software Subscriptions**

This is a list of software subscriptions available to staff & students.

Product	Description
Kami	Allows students to edit PDF files as part of assignments.

**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





Pear Deck	Allows teachers to host interactive slideshow sessions with students.
Typing Tastic	Interactive typing lesson targeted to elementary students.
Edpuzzle	Innovative service allows teachers to wrap lessons around YouTube videos. Tracks if students watch video and prompts them for questions during video.
SeeSaw	Learning management system for elementary students.
Read&Write	Text to speech and speech to text tool for Chromebooks. Purchased for students with special needs. Available for all staff and students.
Buncee	Online content creation tool for teacher or student. Allows them to create interactive presentations
Other subscriptions may be available through the media center using library funds.	

11	<p><b>Staff Communication</b></p> <p>For school years 2018-19 and 2019-20, a Google document titled “Technology Updates” is created for each school year with a log of informational updates. As information is added to this document, staff are sent an email describing the new information.</p> <ul style="list-style-type: none"> <li>• <a href="#">Tech Updates: SY2018-19</a></li> <li>• <a href="#">Tech Updates: SY2019-20</a></li> </ul>	<p><b>Staff Communication</b></p> <p>Starting in SY2019-20, the technology information is posted to the <a href="#">Manawa Tech Info</a> Google classroom. All staff technology documentation is organized on this site. News and announcements will be shared to this page.</p>
----	--	--



11

## Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to as an incident and is tracked as a help desk ticket. A collection of related incidents is called a problem. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#)

## Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to as an incident and is tracked as a help desk ticket. A collection of related incidents is called a problem. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#) (Appendix D)

12

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. [A schedule is organized in this Google sheet](#). Every year we order extra devices to ensure replacement devices are available. Device that have completed their standard duty cycle may be reused in other areas in the district.

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. [A schedule is organized in this Google sheet](#). Staff scheduled to receive an updated laptop for the summer of 2021 is included in Appendix E. Every year we order extra devices to ensure replacement devices are available. Devices that have completed their standard duty cycle may be reused in other areas in the district.

### 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



### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings.

Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings.
- Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

Devices are assigned to each student. [This google sheet describes the rotation cycle for devices in the district.](#) Students are assigned a device in grade K, 3, 6, and 9.

### Switch and Virtual Environment Lifecycle

This [google sheet describes the rotation cycle for switches and virtualization equipment.](#) The plan is to refresh a portion of the school network every summer and utilize all the e-rate funding allotted to the district.

### Windows Servers

Our windows servers are running Windows Server 2016. The extended end date for this version of Windows Server is January 12, 2027. Based on the Microsoft release schedule, we

#### 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



		<p>should plan to upgrade our servers to the latest version around 2025 or 2026.</p>
<p>13</p>	<p><b>Change Management</b></p> <p>Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the technology updates document.</p> <p><b>Server Updates</b></p> <p>Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. Emergency maintenance may be necessary. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, schedule server restarts during off hours.</p> <p><b>Allowed Google Apps</b></p> <p>Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Application which require students to create accounts or submit information are subject to the student privacy review before approval.</p>	<p><b>Change Management</b></p> <p>Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the Manawa Tech Info google classroom or district-wide emails.</p> <p><b>Server Updates</b></p> <p>Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. Emergency maintenance may be necessary. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, server restarts are scheduled during off hours.</p> <p><b>Allowed Google Apps</b></p> <p>Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Applications which require students to create accounts or submit information are subject to the student privacy review before approval.</p> <p><b>Allow or Block Website</b></p> <p>Our network security infrastructure includes a firewall and web filter. These systems prevent</p>

**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



	<p><b>Allow or Block Website</b></p> <p>Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content are incorrectly block. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.</p>	<p>students from accessing websites considered inappropriate or dangerous. Sometimes educational content is incorrectly blocked. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.</p>
14	<p><b>Anti-Virus Protection</b></p> <p>The SDM uses the Microsoft antivirus packages on Windows 7 and Windows 10.</p> <p>Windows 7: <a href="#">Security Essentials</a> Windows 10: <a href="#">Windows Defender</a></p>	<p><b>Anti-Virus Protection</b></p> <p>The SDM uses the Microsoft antivirus packages on Windows 10.</p> <p>Windows 10: <a href="#">Windows Defender</a></p>
15	<p><b>Administrative Computing</b></p> <p><b>Goals</b></p> <ul style="list-style-type: none"> <li>• Use district website to better share information with staff and families.</li> <li>• Further automate student account creation where possible based on Skyward data.</li> </ul>	<p><b>Administrative Computing</b></p> <p><b>School Website</b></p> <p>The district website was updated during the 2017-18 school year. This website is an important tool to share information with staff, students, and the greater community.</p>



## Strategy

### School Website

The district has entered into an agreement with CMS4Schools to design a custom design ManawaSchools.org. Our plan is to complete the website late October or early November.

### Account Automation

Many of our systems allow for student and staff accounts to be automatically created. We will better leverage student data from Skyward to automate where possible.

## Account Automation

Students' accounts are automatically created or suspended based on their status in Skyward. This limits the risk of former students abusing Google accounts after leaving the district.

## Student Devices

- 6th Grade Chromebooks: 4-5 year replacement cycle. We should stagger the replacement of these devices to spread the cost over multiple years.
- 9th-12th Grade Chromebooks: Student will receive new devices in their 9th grade and use them through their senior year.
- Elementary Carts: 4-5 year replacement cycle. Like the 6th grade chromebooks we should aim to stagger the replacement cost over multiple years.
- Computer Labs:
  - Engineering lab: This lab has been configured to

## Student Devices

- The district needs to purchase about 240 devices annually to support the district-wide 1-to-1 Chromebook program.
- Computer Labs:
  - Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 5-7 years. Due to the cost we may need to stagger device replacement.
  - Mac Lab: These devices need to be on a 6-7 year replacement cycle. Due to the cost we may need to stagger device replacement.

### 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



	<p>allow for upgrades. So, we should be able to use the equipment for 7-8 years. Due to the cost we may need to stagger device replacement.</p> <ul style="list-style-type: none"> <li>○ Mac Lab: These devices need to be on a 6-7 year replacement cycle. 2 of the devices cannot be updated and are due to be replaced.</li> </ul>	
N/A		Throughout Document: Included external document references as appendices.

### OCR Compliance

The SDM Technology Plan will be posted to the School District of Manawa website following Board of Education approval of substantive language changes as presented. The Manawa Board of Education will be notified of the date that this plan is converted to a version considered compatible for use by individuals with visual impairments or limited vision as per the Office of Civil Rights requirements and posted to the School District of Manawa website. This OCR compatible conversion may impact the appearance of the document (i.e. change in fonts, font sizes, paging in the table of contents, etc.) resulting in technical changes but no substantive changes will be made. Should a substantive change be required, the plan will be brought back to the Board of Education for approval.

#### 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

Technology Plan



## SDM Technology Plan

Approved by the School District of Manawa  
Board of Education \_\_\_\_\_, \_\_, 2021



# Table of Contents

<b>SDM Technology Plan</b>	<b>1</b>
<b>Table of Contents</b>	<b>2</b>
<b>Successful Technology Plan</b>	<b>4</b>
What is a Technology Plan	4
Why is a Technology Plan Important	4
<b>Technology Needs Assessment</b>	<b>5</b>
Technology Infrastructure Lifecycle	5
Expanded Disaster Recovery Plan	5
Desktop Office and Presentation Station Lifecycle	5
Technology Professional Development Plan	5
<b>Technology Goals</b>	<b>6</b>
<b>Teaching, Learning, and Technology Integration</b>	<b>7</b>
Chromebook 1-to-1 Program	7
Professional Development	7
Planning and Implementing Professional Development	7
Student Data Privacy	7
Digital Learning Tools & Resources	8
Software Basic Load	8
Specialized Software	8
Art Macintosh Lab Software	8
Secondary Special Education Software	9
Software Subscriptions	10
Selecting and Evaluating Hardware, Software, and Devices	10
<b>Teaching &amp; Learning Support</b>	<b>11</b>
Staff Communication	11
Incident & Problem Management	11
Technology Lifecycle Management	12
Staff Laptop Lifecycle	12
Staff Desktop & Presentation Station Lifecycle	12
Student Device Lifecycle	12
Switch and Virtual Environment Lifecycle	12
Windows Servers	12
Change Management	13

Server Updates	13
Allowed Google Apps	13
Allow or Block Website	13
<b>Network Operations</b>	<b>14</b>
Goals	14
Strategy	14
Documentation	14
Anti-Virus Protection	14
Disaster Recovery	14
Technology Replacement	14
<b>Administrative Computing</b>	<b>15</b>
School Website	15
Account Automation	15
<b>Planning &amp; Budgeting</b>	<b>16</b>
Staff Devices	16
Student Devices	16
Infrastructure	16
<b>References</b>	<b>17</b>
<b>Appendix A: Technology Acceptable Use and Safety Form</b>	<b>18</b>
<b>Appendix B: Software Security, Privacy, and Safety Rubric</b>	<b>19</b>
<b>Appendix C: SDM Online Reviewed Services</b>	<b>20</b>
<b>Appendix D: Help Desk Tickets &amp; Work Orders</b>	<b>21</b>
<b>Appendix E: Staff Scheduled for Laptop Updates Summer 2021</b>	<b>22</b>

# Successful Technology Plan

## What is a Technology Plan

At its most basic level, a technology plan is a high-level strategy that details where your organization is now and where it wants to go in the future with respect to technology and infrastructure. Some plans concentrate on the acquisition of hardware or the development of network infrastructure. This plan includes how classroom technology is used to enhance learning.

These are important components of an effective plan. Barnet (2001) has clearly and succinctly defined 10 essential elements of a successful technology plan.

- Create a vision
- Involve all stakeholders
- Gather data
- Review the research
- Integrate technology into the curriculum
- Commit to professional development
- Ensure a sound infrastructure
- Allocate appropriate funding and budget
- Plan for ongoing assessment and monitoring
- Prepare for tomorrow

## Why is a Technology Plan Important

Having a technology plan helps you prioritize and allocate your resources appropriately in order to achieve your goals on time and within budget. It provides transparency with respect to the goals and, by extension, creates greater buy-in from leadership and staff. (Stockert 2017)

***Note: This handbook includes several links to other resources. It is recommended that this document is read electronically instead of printed.***

# Technology Needs Assessment

## Technology Infrastructure Lifecycle

This included a long-term plan for replacement of essential infrastructure equipment. This plan should estimate the cost and suggest a potential source for funding.

- Storage devices
- UPS equipment
- Security cameras

## Expanded Disaster Recovery Plan

Plan for and implement improvements to our disaster recovery process to limit risk to malware attacks including phishing and ransomware.

## Desktop Office and Presentation Station Lifecycle

Desktop computers in all offices and classrooms need a documented life cycle. This will be similar to the staff laptop and student chromebook lifecycles.

## Technology Professional Development Plan

Work with the technology committee to build a formal technology professional development plan.

## Technology Goals

<b>Task</b>	<b>Description</b>	<b>Target Date</b>
Technology PD Planning	Continue to develop technology PD plan	End of SY 2021-22
Improve Disaster Recovery Plan	Improve DR plan to address ransomware threats.	End of SY 2021-22
District-wide adoption of ISTE framework	SDM implementation of ISTE standards.	End of SY 2021-22

## Teaching, Learning, and Technology Integration

TLTI is the plan to support the effective use of technology in the classroom. Technology should allow students to learn more efficiently or in ways not otherwise possible. TLTI is about supporting teachers as they integrate technology into instruction.

### Chromebook 1-to-1 Program

Technology is a key component of the modern school environment. The School District of Manawa provides each student with a Chromebook device for school use. The following documents describe the SDM Chromebook program in greater depth.

- [SDM Chromebook Program: Program Handbook](#) (See Separate Handbook)
- [Chromebook Rotation](#))
- [Technology Acceptable Use and Safety Form](#) (See Appendix A)
- [Software Security, Privacy, and Safety Rubric](#) (See Appendix B)

### Professional Development

A successful professional development program prepares teachers (and, in turn, students) to use technology effectively in their classroom.

#### Planning and Implementing Professional Development

- [Standards for Professional Learning, Learning Forward](#)
- [ISTE Standards for Teachers, International Society for Technology in Education](#)
- [Triple E Framework, Liz Kolb](#)

### Student Data Privacy

School districts are trusted with a tremendous amount of sensitive student data. As good stewards of this data the SDM established a process for reviewing third-party software applications to ensure data is used only for educational purposes.

This [Software Security, Privacy, and Safety Rubric](#) (Appendix B) grades the software across seven key metrics. Reviewed online services are described in the [SDM Online Reviewed Services](#) (Appendix C) document. Any software product must be reviewed before student accounts are created or student data is shared.

## Digital Learning Tools & Resources

Digital learning tools and resources include hardware, software, peripheral devices, and other tools used to create or support learning activities.

### Software Basic Load

The basic load is the default software available on teacher devices.

Software	Notes	License Cost
Microsoft Windows 10 Professional	License typically included with new hardware. Windows 7 is phased out during the 2019-20 school year.	N/A Or \$110.00
Google Chrome	Web browser	N/A
Mozilla Firefox	Web browser	N/A
Google Drive File Stream	Cloud file software	N/A
Adobe Acrobat Reader	PDF viewing software	N/A
Promethean	<b>Teachers with Promethean boards only</b>  Includes the latest version of Active Driver and Active Inspire. Licenses included with Promethean hardware.	N/A
Sharp Pen	<b>Teachers with Sharp Aquos boards only</b>  Includes the latest version of active pen software. License included with device.	N/A
HoverCam Flex	<b>Teachers with HoverCam document cameras only</b>  Latest version of HoverCam software.	N/A
IPEVO Presenter	<b>Teachers with IPEVO document Cameras only</b>  Latest version of IPEVO presenter software.	N/A
Microsoft Office	<b>Secondary Math Teachers Only</b>  Office productivity software for Math teachers. Needed for equation notation features.	\$60.00

### Specialized Software

#### Art Macintosh Lab Software

Software	Notes	License Cost
----------	-------	--------------

Adobe Photoshop Elements	Installed on all lab computers.	\$72.00

Secondary Special Education Software

<b>Software</b>	<b>Notes</b>	<b>License Cost</b>
Bookshare	Online repository of accessible content. Only available to students with print disabilities. Available on Chrome OS and Windows.	N/A
Read2Go	iOS iPad application which integrates with Bookshare.	\$20.00



## Software Subscriptions

This is a list of software subscriptions available to staff & students.

Product	Description
Kami	Allows students to edit PDF files as part of assignments.
Pear Deck	Allows teachers to host interactive slideshow sessions with students.
Typing Tastic	Interactive typing lesson targeted to elementary students.
Edpuzzle	Innovative service allows teachers to wrap lessons around YouTube videos. Tracks if students watch video and prompts them for questions during video.
SeeSaw	Learning management system for elementary students.
Read&Write	Text to speech and speech to text tool for Chromebooks. Purchased for students with special needs. Available for all staff and students.
Buncee	Online content creation tool for teacher or student. Allows them to create interactive presentations
Other subscriptions may be available through the media center using library funds.	

## Selecting and Evaluating Hardware, Software, and Devices

Teachers should have a voice in choosing their available tools. A selection committee will be able to provide valuable information about how software features will impact classrooms. An evaluation rubric customized to the specification of the committee should guide the selection process. Large purchases over \$10,000 require a request for proposal (RFP) as part of the purchase process.

Any software used by students shall also meet district standards regarding student data privacy.

## Teaching & Learning Support

### Staff Communication

Starting in SY2019-20, the technology information is posted to the [Manawa Tech Info](#) Google classroom. All staff technology documentation is organized on this site. News and announcements will be shared to this page.

### Incident & Problem Management

When a device or service does not work properly the end user contacts the help desk for assistance in resolving the issue. This issue is referred to as an **incident** and is tracked as a help desk ticket. A collection of related incidents is called a **problem**. The technology director shall document problems, determine the scope in the schools, create and implement a plan to fix with the least amount of disruption.

- Instructions for submitting an incident may be found in this document: [Help Desk Tickets](#) (Appendix D)

## Technology Lifecycle Management

### Staff Laptop Lifecycle

We target staff laptop updates every three to four years. [A schedule is organized in this Google sheet](#). Staff scheduled to receive an updated laptop for the summer of 2021 is included in Appendix E. Every year we order extra devices to ensure replacement devices are available. Devices that have completed their standard duty cycle may be reused in other areas in the district.

### Staff Desktop & Presentation Station Lifecycle

A presentation station is the technology used by a teacher to share information during class. This typically includes a computer, projector or display screen, and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every four to five years. This sheet describes the desktop and classroom presentation stations in our buildings.
- Display screens and projectors should be replaced every five to seven years.

### Student Device Lifecycle

Devices are assigned to each student. [This google sheet describes the rotation cycle for devices in the district](#). Students are assigned a device in grade K, 3, 6, and 9.

### Switch and Virtual Environment Lifecycle

This [google sheet describes the rotation cycle for switches and virtualization equipment](#). The plan is to refresh a portion of the school network every summer and utilize all the e-rate funding allotted to the district.

### Windows Servers

Our windows servers are running Windows Server 2016. The extended end date for this version of Windows Server is January 12, 2027. Based on the Microsoft release schedule, we should plan to upgrade our servers to the latest version around 2025 or 2026.

## Change Management

Technology is constantly changing in schools. We need controls to ensure changes are planned to minimally affect end users. Changes should also be well communicated to stakeholders through the **Manawa Tech Info** google classroom or district-wide emails.

## Server Updates

Maintaining servers requires periodic updates and scheduled downtime. When possible, updates should be scheduled after Friday after 5:30pm or on weekends. Emergency maintenance may be necessary. Any server updates which require downtime needs to be scheduled with staff to minimize negative effects. When possible, server restarts are scheduled during off hours.

## Allowed Google Apps

Students are only allowed to install Google apps which have been pre-approved for student use. Staff and students may request apps to be installed by opening a help desk ticket. Applications which require students to create accounts or submit information are subject to the student privacy review before approval.

## Allow or Block Website

Our network security infrastructure includes a firewall and web filter. These systems prevent students from accessing websites considered inappropriate or dangerous. Sometimes educational content is incorrectly blocked. Also, content which should be blocked is allowed. Staff and students are encouraged to contact the director of technology to suggest any website to block or unblock.

# Network Operations

## Goals

We have three main goals for network operations. First we need to improve our disaster recovery strategy. Second, key hardware and software systems need a maintenance plan. Finally, our network infrastructure needs to be thoroughly documented.

## Strategy

### Documentation

Detailed documentation of the network infrastructure is of critical importance. We will need several weeks to explore and document the existing systems. CESA has been invaluable in getting us started. Passwords are secured using a password management tool. CESA has access to this password management tool to ensure essential information is preserved.

### Anti-Virus Protection

The SDM uses the Microsoft antivirus packages on Windows 10.

Windows 10: [Windows Defender](#)

### Disaster Recovery

During the summer of 2017 we installed a new robust SAN appliance at the High School. This will greatly improve our redundancy. We also installed a NAS device in the Elementary School. The combination of these two devices will allow us to backup important systems at both sites.

### Technology Replacement

Network switches require a scheduled replacement plan. Staff laptops are on a 3-4 year replacement cycle.

## Administrative Computing

### School Website

The district website was updated during the 2017-18 school year. This website is an important tool to share information with staff, students, and the greater community.

### Account Automation

Students' accounts are automatically created or suspended based on their status in Skyward. This limits the risk of former students abusing Google accounts after leaving the district.

## Planning & Budgeting

### Staff Devices

- Teacher Laptops: 3-4 year replacement cycle
- Office Staff Desktops: 4 year replacement cycle

### Student Devices

- The district needs to purchase about 240 devices annually to support the district-wide 1-to-1 Chromebook program.
- Computer Labs:
  - Engineering lab: This lab has been configured to allow for upgrades. So, we should be able to use the equipment for 5-7 years. Due to the cost we may need to stagger device replacement.
  - Mac Lab: These devices need to be on a 6-7 year replacement cycle. Due to the cost we may need to stagger device replacement.

### Infrastructure

- Switches: Every switch and server needs to have a replacement cycle.
- Server Operating Systems: Key servers have been upgraded to Windows server 2016.
- WiFi Access Points: Access points will be upgraded during the 2020-21 and 2021-22 school years.
- Where possible we need to stagger expensive costs across multiple years.

## References

Barnett, H. (2001). Successful K-12 technology planning: Ten essential elements. (ERIC Digest). Syracuse, NY: ERIC Clearinghouse on Information and Technology. (ERIC No. ED457858)

Stockert, Tim (2017). "How to Create a Technology Plan (Yes, You Need One)." Interpretation, 9 June 2017, [www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan](http://www.coablog.org/home/2017/6/9/how-to-create-a-technology-plan).



# Appendix A: Technology Acceptable Use and Safety Form

[Electronic Version of Document](#)

# Technology Acceptable Use and Safety Form

## Student Form



### General

- I understand technology is a tool to help me learn.
- I understand there is no expectation of privacy while on school property or using school-owned devices.
- Teachers and staff are here to help me learn with technology. I will ask for help from the library staff, technology staff, and teachers.

Student  
Initial: \_\_\_\_\_

### Communication

- I will be respectful to staff and students while online. This includes email, social media, Google Classroom, or any other digital messaging platform.
- I will communicate with others when it is appropriate and not a distraction in class.
- I understand cyberbullying, flaming and inflammatory language is not acceptable.

Student  
Initial: \_\_\_\_\_

### Digital Health & Security

- Sitting in uncomfortable positions for long times can be unhealthy. I will try to take care of myself while using technology.
- The Internet, including games and social media, has shown to be addictive. I will try to take care of myself while using technology.
- Criminals may attempt to get passwords or other information using "Phishing" email attacks. I will treat suspicious emails with caution.

Student  
Initial: \_\_\_\_\_

# Technology Acceptable Use and Safety Form

## Student Form



### Digital Law

- I understand downloading copyrighted music or software is illegal and is not acceptable.
- Using online resources without citing sources is illegal. I will cite pictures and other content found online. (See any teacher for more info.)
- Trying to bypass GoGuardian, firewalls, or web filters is dangerous and illegal. I will not attempt to get around these protections.
- I understand sending nude or semi-nude photos is not acceptable and illegal.
- I will inform an adult if I learn something illegal has occurred.

Student  
Initial: \_\_\_\_\_

### Mobile Phones (Wireless Communication Devices)

- I understand phones are allowed before and after school, during lunch breaks, and between classes.
- I will only use phones during class if the teacher approves it. Otherwise, they may be a distraction and I will have the phone put away.
- I will respect other people while using phones. This includes not recording or photographing people without their permission.
- I will not take pictures where people can expect privacy such as a bathroom or locker room.

Student  
Initial: \_\_\_\_\_

# Technology Acceptable Use and Safety Form

## Student Form



### Chromebooks

- I understand my assigned Chromebook is the property of the School District of Manawa.
- I will only log in to my Chromebook using my @manawaschools.org accounts. I will never share passwords with other students.
- I will be prepared to use technology every day. This includes bringing my Chromebook fully charged to the school. I will have earbuds or headphones. My charger will be available if needed.
- Games, music, and videos are acceptable if my teacher approves it. Otherwise, they are distractions and I will avoid using them in class.
- I will be gentle with my Chromebook. This means I will carry it with both hands by the base of the device. I will not carry Chromebooks by the screen.
- I will not purposefully damage my Chromebook. This includes gouging, removing labels, prying keys off, or otherwise defacing the device.
- I understand Chromebook screens can easily break while stored in my backpack. I will not place heavy objects on the device.
- I will avoid having food and drinks near the Chromebooks.
- I will be careful storing my Chromebook near pets.

Student  
Initial: \_\_\_\_\_

### Social Media

- I understand that my activities on social media, inside and outside of school, affect my digital footprint. Activities posted online may lead to disciplinary actions in school.
- I will not share photos of other staff or students on social media without their permission.

Student  
Initial: \_\_\_\_\_

# Technology Acceptable Use and Safety Form

Student Form



## Chromebook Repair Charges

I will have my Chromebook repaired as soon as I realize it is damaged. Chromebooks are repaired by taking them to the library. Repair charges are described below and are subject to change.

Student  
Initial: \_\_\_\_\_

Damage	Cost
Total Replacement	\$200
Screen	\$30
Keyboard / Touchpad, Power Cord, Screen Bezel, Top or Bottom Case	\$25

## Consequences

I am expected to abide by these rules and the student code of conduct described in the student/parent handbook. Failure to follow these rules may result in reduced access to technology.

Student  
Initial: \_\_\_\_\_

## Signatures

Student Name: _____	Class of: _____
Student Signature: _____	Date: _____

### Sources

- "Center for Internet Addiction - Education and Treatment." NetAddiction, [netaddiction.com/](http://netaddiction.com/).
- Ribble, Mike. Digital Citizenship in Schools. International Society for Technology in Education / ISTE, 2011.

## Appendix B: Software Security, Privacy, and Safety Rubric

[Electronic Version of Document](#)

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Table of Contents

<b>Table of Contents</b>	<b>1</b>
<b>Revision History</b>	<b>1</b>
<b>Online Education Service Review Worksheet</b>	<b>2</b>
<b>About the Rubric</b>	<b>4</b>
<b>Types of Student Data</b>	<b>6</b>
<b>R1 - Data Security</b>	<b>7</b>
<b>R2 - Gathering and Use of Personally-Identifiable Information (PII)</b>	<b>8</b>
<b>R3 - Privacy Policy Availability and Disclosure</b>	<b>10</b>
<b>R4 - Data Rights</b>	<b>12</b>
<b>R5 - COPPA - Under 13 Only</b>	<b>13</b>
<b>R6 - Social Features</b>	<b>14</b>
<b>R7 - Ads – Children’s Internet Protection Act Compliance</b>	<b>17</b>

## Revision History

<b>Date</b>	<b>Change</b>	<b>By</b>
2018-02-19	Submitted initial version for board review.	Bryant Cobarrubias
2019-09-24	Moved review worksheet to front of document.	Bryant Cobarrubias
2020-09-30	Fixed typos	Bryant Cobarrubias

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Online Education Service Review Worksheet

<b>Vendor Name</b>	
<b>Service/Application</b>	
<b>Website</b>	
<b>Link to Privacy Policy</b>	
<b>Requestor</b>	
<b>Educational Purpose</b>	

### Scoring Rubric

A score of two or lower in any metric results in the service or application as being unacceptable for use in schools. Any score of three requires analysis to ensure the risk is acceptable. Please include notes for any metric of a score of three or lower.

	<b>Metric</b>	<b>Score</b>	<b>Note</b>
R1	Data Security		
R2	Gathering and Use of Personally-Identifiable Information (PII)		
R3	Privacy Policy Availability and Disclosure		
R4	Data Rights		
R5	COPPA - Under 13 Only		
R6	Social Features		
R7	Ads – Children’s Internet Protection Act Compliance		



# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Review Result

- Service or application is approved for all students.
- Service or application is approved with the following restrictions.
  - Only students 13 or older and grade 9 or above may use service.
  - Written permission must be obtained from parent/guardian before using service.
- Service or application is unacceptable for use in schools.

## Signature Block

Principal, Curriculum Director, or District  
Administrator

Technology Director

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

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

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

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## About the Rubric

This document serves as a guide for evaluating the risk associated with sharing student data with an online educational services. This document has been adopted from the School District of Philadelphia process for reviewing online educational services.

## Process

Teachers should initiate this process to submit an online service for review. Any online service or website must be reviewed before allowing students to create accounts. A review is also required if Personally-Identifiable Information is made available to the online service. (See below for more information about personally-identifiable information.)

1	<p>Submit help desk ticket to request online service to be reviewed. Include the following information:</p> <ul style="list-style-type: none"><li>• Website address</li><li>• Target audience</li><li>• Educational purpose</li><li>• Cost of online service and source of funding</li></ul>
2	<p>The technology director will forward the request to affected building principal(s) and curriculum director. These leaders will ensure the online service provides appropriate educational value.</p> <p>The review will only continue if online service meets the educational standards of the principal(s) and curriculum director.</p>
3	<p>Technology director will apply this rubric to evaluate the security, privacy, and safety of the online service. This will begin with a review the service terms of use and privacy policy. The vendor may need to provide additional information to clarify service features or make updates to their privacy policy to meet our standards.</p>
4	<p>The online service will be assigned a status of <b>Green</b>, <b>Yellow</b>, or <b>Red</b>.</p> <p><b>Green:</b> Online service is allowed for all students without any restrictions or warning.</p> <p><b>Yellow:</b> Online service is allowed for some students or with specific restrictions.</p> <p><b>Red:</b> Online service fails to meet our security, privacy, or safety standards. Students are not permitted to use this website.</p>

# SDM Online Educational Services

## Security, Privacy, & Safety Rubric



### Scoring

Any element with a score below three is unacceptable for school use. Elements with a score of three should be reviewed to ensure risks are properly managed.

Points	Security	Privacy	Safety
5	Exceeds basic requirements for use in schools.	Exceeds basic requirements for use in schools.	Exceeds basic requirements for use in schools.
4	N/A – it is not possible to score 4	Meets requirements	Meets requirements
3	Meets the basic requirements for use in schools.	Meets the basic requirements for use with caution in schools.	Meets the basic requirements for use with caution in schools.
2	N/A – it is not possible to score 2	<b>Unacceptable for use in schools.</b>	<b>Unacceptable for use in schools.</b>
1	<b>Unacceptable for use in schools.</b>	<b>Unacceptable for use in schools.</b>	<b>Unacceptable for use in schools.</b>

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Types of Student Data

### Personally-Identifiable Information (PII)

PII includes information is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context. Personally-identifiable information is defined by district policy to include, but is not limited to:

- Student's name
- Name of student's parents or other family members including mother's maiden name
- Address of student or student's family
- Any identifier such as a social security number, student number, or other indirect identifiers
- Biometric records
- Student's birthdate, age, location of birth
- Gender
- Other information that, alone or in combination, is linked or linkable to a specific student

### Directory Information

Directory data may be released to third parties. The school board designates student directory information to include:

- Student's name
- Photograph
- Participation in officially-recognized activities and sports
- Height and/or weight, if a member of an athletic team
- Date of graduation
- Degrees and awards received

### Email Address

Student email address may be shared with service provider provided it is never shared or sold to third-parties. Email address may only be used to facilitate account creation and authentication.

### District Policy

You will find the specific board policy regarding student records on our district policy website under [8330 - Student Records](#).

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## R1 - Data Security

### Security Score

The "Data Security" section refers to the gathering, collection, storing and distribution of ALL data entered by the user and generated by the website, computer application or online service including Personally Identifiable Information (PII), session data, scores, points or any other information generated and/or collected by using the website, computer application or online service. If PII is NOT encrypted, the website, computer application or online service is unacceptable and cannot be used in schools.

### Scoring Rubric

Score	Description
<b>5 - Exceeds requirements</b>	<b>Data gathered, collected, stored, and distributed in a secure manner</b>  Uses SSL throughout.  OR  All data is encrypted in transit
<b>4</b>	<i>N/A - Not possible to score a 4 in this metric.</i>
<b>3</b>	<b>The data is mostly gathered, stored, and distributed in a secure manner</b>  Some data (but NOT Personally Identifiable Information) is being sent unencrypted
<b>2</b>	<i>N/A - Not possible to score a 2 in this metric.</i>
<b>1 - Unacceptable</b>	<b>Data gathering, storage, or distribution is insecure or not encrypted in transit.</b>  Automatically "Unacceptable for use in schools."

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## R2 - Gathering and Use of Personally-Identifiable Information (PII)

### Privacy Score

This section scores whether or not a website, computer application or online service is collecting personal student information and if it is displayed publicly. See the section titled Types of Student Data above or the district policy [8330 - Student Records](#) for more information regarding publicly-identifiable information and directory data.

It is acceptable for a website, computer application or online service to require or ask for directory information as long as it is NOT sold or shared with third parties, used for non educational purposes or is displayed publicly with an option to disable.

It is NEVER acceptable for a website, computer application or online service to require or collect any information beyond directory information including a student's education record. A website, computer application or online service requiring this information is unacceptable and cannot be used in schools. a website, computer application or online service that sells or shares student information with anyone other than the District (third party) is unacceptable and cannot be used in schools.

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Scoring Rubric

Score	Description
<b>5 - Exceeds requirements</b>	<p><b>Does not collect personal student information beyond directory information or email address.</b></p> <ul style="list-style-type: none"> <li>• ALL Directory Information collected cannot be displayed publicly and is not sold or shared and is only used for educational purposes.</li> <li>• Email addresses cannot be displayed publicly and are not sold or shared and are only used for educational purposes.</li> </ul>
<b>4</b>	<p><i>N/A - Not possible to score a 4 in this metric.</i></p>
<b>3</b>	<p><b>Does not collect personal student information beyond Directory Information AND Sharing settings default to private</b></p> <ul style="list-style-type: none"> <li>• Directory Information can be displayed publicly</li> <li>• Email addresses cannot be displayed publicly and are not sold or shared and are only used for educational purposes.</li> <li>• Information collected is used to further the K-12 purpose</li> <li>• Information collected is not sold or shared to third parties</li> <li>• Users can opt-in to share Directory Information with third parties</li> </ul>
<b>2</b>	<p><i>N/A - Not possible to score a 2 in this metric.</i></p>
<b>1 - Unacceptable</b>	<p><b>Collects PII and does any one of the following:</b></p> <ul style="list-style-type: none"> <li>• Requires to input personal student information beyond directory info (Education Record) as defined by FERPA. (Email address is acceptable to enable authentication.)</li> <li>• Displays Directory information publicly; no option to disable</li> <li>• Email addresses are displayed publicly or shared/sold for non-educational purposes.</li> <li>• Sells or shares student info to third parties (including plug-ins) via cookies, web beacons, or other method</li> <li>• Uses student info in ways unrelated to contracted service.</li> </ul> <p>Automatically "Unacceptable for use in schools!"</p>



## R3 - Privacy Policy Availability and Disclosure

### Privacy Score

A website, computer application or online service's Privacy Policy must be easily available and easy to read. If you CANNOT find a website, computer application or online service's privacy policy, the website, computer application or online service is unacceptable and cannot be used in schools. The policy must also state what information is collected, why it is collected and how it is shared.

### Scoring Rubric

Score	Description
<p><b>5 - Exceeds requirements</b></p>	<p><b>The privacy policy is available in plain English and is easy to find.</b></p> <p>Apps: Privacy policy is available on app store page or easily found on the developer's website</p> <p>For websites, the privacy policy is available before login and is found in the site's header or footer.</p> <p>In the policy, the developer discloses in plain English what information is collected, why it's collected, and if and how it's shared.</p> <p>The disclosure is up front in the privacy policy and easy to find.</p>
<p><b>4</b></p>	<p>The developer discloses what information is collected from users, why it is collected, and if and how it's shared.</p> <p>Disclosure not easy to find or understand.</p>
<p><b>3</b></p>	<p>One of the following applies:</p> <ul style="list-style-type: none"> <li>● The privacy policy is easy to find but difficult to read</li> <li>● The privacy policy for an app lives on the developer website and is unclear as to where it applies (website where policy is found or the app, itself).</li> <li>● The developer discloses some, but not all, of the following:                             <ul style="list-style-type: none"> <li>○ Information collected</li> <li>○ Why it's collected</li> <li>○ How that information is shared</li> </ul> </li> </ul>



# SDM Online Educational Services

## Security, Privacy, & Safety Rubric



<p><b>2</b></p>	<p>One of the following applies:</p> <ul style="list-style-type: none"><li>• The privacy policy is difficult to find or is only available after login.</li><li>• Privacy policy contains nested policy links or references. (Users must drill down and/or go to additional sites.)</li><li>• The developer provides no explanation about the information collected from users or how that information is used.</li></ul> <p>Automatically "Unacceptable for use in schools."</p>
<p><b>1 - Unacceptable</b></p>	<p><b>No privacy policy is available.</b></p> <p>Policies are NOT Linked on Apps page or prominently linked in header or footer of developer's homepage or app's specific page within developer's site.</p> <p>For Web content Prominently linked in header or footer of site's homepage.</p> <p>Automatically "Unacceptable for use in schools."</p>

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## R4 - Data Rights

### Privacy Score

This score is based on the ability for users to cancel accounts and have data deleted. It is important that student accounts can be deleted when they are no longer used by the student and the school or if requested by a parent.

If accounts and account data CANNOT be deleted, the website, computer application or online service is unacceptable and cannot be used in schools. After a website, computer application or online service is deleted, it is only acceptable that information be kept for legal and product development purposes.

### Scoring Rubric

Score	Description
<b>5 - Exceeds requirements</b>	<b>Users can cancel their accounts and all data will be deleted</b> Users can keep the rights to data
<b>4</b>	<b>Users can cancel their accounts and all data can be deleted</b> Users do not have the option to keep their account data.
<b>3</b>	<b>Users can cancel their accounts yet the app will retain usage information</b> Information is kept for legal or product development purposes.
<b>2</b>	N/A - Not possible to score a 2 in this metric.
<b>1 - Unacceptable</b>	<b>No option to delete accounts or data</b> Developer gives users no right to their account data. Automatically "Unacceptable for use in schools."

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## R5 - COPPA - Under 13 Only

### Safety Score

A product is not COPPA compliant if you cannot find a privacy policy, teachers and parents do not have access to the student's information in the product for review or deletion and students under 13 do NOT need parental permission to use the services. If any of these are true, the website, computer application or online service is unacceptable and cannot be used in schools.

### Scoring Rubric

Score	Description
<b>5 - Exceeds requirements</b>	<b>Product is COPPA compliant if:</b> <ul style="list-style-type: none"><li>• Privacy policy is available</li><li>• Teacher or Parent can access their child's personal information for review or deletion</li><li>• Parent must grant permission for students under 13</li></ul>
<b>4</b>	<i>N/A - Not possible to score a 4 in this metric.</i>
<b>3</b>	<i>N/A - Not possible to score a 3 in this metric.</i>
<b>2</b>	<i>N/A - Not possible to score a 2 in this metric.</i>
<b>1 - Unacceptable</b>	Product is not COPPA compliant if: <ul style="list-style-type: none"><li>• No stated privacy policy</li><li>• Teacher or Parent cannot access their child's personal information for review or deletion</li><li>• Does NOT require Teacher or Parent permission for students under 13</li></ul> <p>Automatically "Unacceptable for use in schools."</p>

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## R6 - Social Features

### Safety Score

This scores the safety of social features on a website, computer application or online service.

For **students under 13**, social features must be moderated\* and not allow students to communicate with adults or strangers and cannot require or suggest students share any personal information. If any of these are allowed, the website, computer application or online service is unacceptable and cannot be used in schools.

For **students over the age of 13**, the social features of a website, computer application or online service must be able to be able to be \*\*monitored and not require sharing of Directory Information. If the website, computer application or online service is not able to be monitored and requires the sharing of Directory Information, it is unacceptable and cannot be used in schools.

\*A moderated chat room or social feature is one where the administrator or the organization providing the chat room approves or rejects messages before they are made public. This can be done manually or automated using software that scans messages for keywords and phrases that are deemed inappropriate or harassing. Moderated chat may also be logged for future review.

\*\*A monitored chat room or social feature is one where a teacher, parent, administrator or other party is able to see messages that are sent and received between users and intervene when necessary. Monitored chat may also be logged for future review.

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Scoring Rubric

Score	Description
<p><b>5 - Exceeds requirements</b></p>	<p><b>Social Features Age Appropriate</b></p> <p>Ages 13 and up - Actively monitored. Rapid response to abuse reports. No need to reveal PII. Contract vendors log student - teacher interactions and allows audit.</p> <p>Under 13 - Social features are designed with kids in mind. Actively moderated chat. Parents or teachers determine what users kids can connect with. Logged interactions and allows audit.</p>
<p><b>4</b></p>	<p><b>Social features are mostly safe but and has two of the following</b></p> <p>Ages 13 and up (two of the following):</p> <ul style="list-style-type: none"> <li>● Actively monitored</li> <li>● Teens can flag abuse with reasonable response.</li> <li>● Contract vendors log student - teacher interactions or allow audit.</li> </ul> <p>Under 13 (two of the following):</p> <ul style="list-style-type: none"> <li>● Actively monitored</li> <li>● Parents or teachers can monitor interactions.</li> <li>● Contract vendors log interactions or allow audit.</li> </ul>
<p><b>3</b></p>	<p><b>Social features fall short but provides at least one of the following</b></p> <p>Ages 13 and up (one of the following):</p> <ul style="list-style-type: none"> <li>● Actively monitored</li> <li>● Teens can flag abuse with reasonable response.</li> <li>● Contract vendors log student - teacher interactions or allow audit.</li> </ul> <p>Under 13 (one of the following):</p> <ul style="list-style-type: none"> <li>● Actively monitored</li> <li>● Parents or teachers can monitor interactions.</li> <li>● Contract vendors log interactions or allow audit.</li> </ul>
<p><b>2</b></p>	<p><b>Social features are unsafe for target age</b></p> <p>Ages 13 and up</p> <ul style="list-style-type: none"> <li>● Public chat is not actively monitored and interactions are not</li> </ul>

# SDM Online Educational Services

## Security, Privacy, & Safety Rubric



	<p>logged</p> <p>Under 13 (all three of the following)</p> <ul style="list-style-type: none"><li>• Moderated, but not thoroughly or actively. (Inappropriate comments stay up for days before they're removed.)</li><li>• Parents or teachers can't determine what users kids can connect with.</li><li>• Parents or teachers can't monitor all social activity.</li></ul> <p>Automatically "Unacceptable for use in schools."</p>
<b>1 - Unacceptable</b>	<p><b>Social features are unsafe for target age</b></p> <p>Ages 13 and up</p> <ul style="list-style-type: none"><li>• Public chat CANNOT be monitored</li></ul> <p>Under 13 (any one of the following):</p> <ul style="list-style-type: none"><li>• Public chat with users of all ages -- kids can chat with strangers, including adults and reveal personally sensitive information</li><li>• Unmoderated chat</li></ul> <p>Automatically "Unacceptable for use in schools."</p>

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## R7 - Ads – Children’s Internet Protection Act Compliance

### Safety Score

This score is based on CIPA compliance and the ads that are shown on the website, computer application or online service. A website, computer application or online service with NO ADS can receive the highest score, but websites, computer applications or online services with clearly identified ads can receive a high score as well. Websites, computer applications or online services with Ads that are inappropriate or target using student directory information or online activity are unacceptable and cannot be used in schools.

# SDM Online Educational Services

Security, Privacy, & Safety Rubric



## Scoring Rubric

Score	Description
<b>5 - Exceeds requirements</b>	<b>Does not display ads</b>
<b>4</b>	<b>Ads are clearly identifiable as ads</b>  They are used sparingly, and are appropriate for education market and age of the audience
<b>3</b>	<b>Ads do not appear to be targeted and do not display adult content</b>  However, ads are prevalent and could be distracting for learners (easy to click on or tap and take kids out of the learning content).
<b>2</b>	<b>Ads do not appear to be targeted but are prevalent and distracting</b>  Content of ads isn't alcohol-related, violent, or sexual, but is clearly for adults (adult TV shows, products only adults would use).
<b>1 - Unacceptable</b>	Ads are obviously inappropriate (alcohol, violent or sexual content) and are misleading -- so many ads, it's difficult to determine where the learning content is.  OR  Product is clearly using targeted advertising based on students' personal information or online activity.  Automatically "Unacceptable for use in schools."



## Appendix C: SDM Online Reviewed Services

[Electronic Version of Document](#)

# SDM Online Services

Reviewed Services



## Overview

The services described in this document have been evaluated to ensure they meet our privacy standards for student data. This process requires us to analyze the service terms of use and privacy policy and understand how student data is captured, stored, and used.

## Parking Lot

These online services are in the queue to be reviewed. Please do not use these services until they have finished the review.

Service	Sources	Notes
<a href="#">Khan Academy Kids</a> iOS App	<a href="#">Privacy Policy</a>	
Items listed in this google sheet	<a href="https://docs.google.com/spreadsheets/d/1xxJ8hLRYaDiS337aTHYit_gGaaewElHyIguPMpIrsNY/edit#gid=0">https://docs.google.com/spreadsheets/d/1xxJ8hLRYaDiS337aTHYit_gGaaewElHyIguPMpIrsNY/edit#gid=0</a>	
Items listed in this google sheet.	<a href="https://docs.google.com/spreadsheets/d/1RfpTdUqk5w5L23JN5Yc_mO-uJk5HNjRbtOMTcLlAN6s/edit#gid=0">https://docs.google.com/spreadsheets/d/1RfpTdUqk5w5L23JN5Yc_mO-uJk5HNjRbtOMTcLlAN6s/edit#gid=0</a> <a href="https://www.commonsense.org/education/to-p-picks/digital-tools-for-school-libraries-and-media-centers?utm_source=04092019%2BEdu&amp;utm_medium=email">https://www.commonsense.org/education/to-p-picks/digital-tools-for-school-libraries-and-media-centers?utm_source=04092019%2BEdu&amp;utm_medium=email</a>	
Learning Farm	<a href="http://www.learningfarm.com/privacy.htm">http://www.learningfarm.com/privacy.htm</a>	

# SDM Online Services

Reviewed Services



## Green Light

These services have been reviewed and you are encouraged to use these tools for your classroom.

Service	Sources	Notes
Big Ideas Math	<a href="#">SDM Service Review</a> <a href="#">Big Ideas Math: Privacy Policy</a>	
Buncee	<a href="#">SDM Service Review</a> <a href="#">Buncee Terms of Use and Privacy Policy</a>	
Flip Grid	<a href="#">SDM Service Review</a> <a href="#">Flipgrid Terms of Use</a> <a href="#">Flipgrid Privacy Policy</a>	
Pear Deck	<a href="#">SDM Service Review</a> <a href="#">Pear Deck Privacy Policy</a>	
Prodigy Math Game	<a href="#">SDM Service Review</a> <a href="#">Prodigy Math: Privacy Policy</a>	
Reading IQ	<a href="#">SDM Service Review</a> <a href="#">Reading IQ Privacy Policy</a> <a href="#">Reading IQ Terms</a>	
Kahoot - Student Participate Quiz	<a href="#">SDM Service Review</a>	Students are able to use the Kahoot website to participate in quizzes created by their teacher.  They may not create accounts on the Kahoot website.
Jostens ReplayIt Website	<a href="#">Jostens SPSR</a>	Website was blocked in the past because it allowed students to login without SSL encryption. They have since fixed that issue.
Quizizz	<a href="#">Quizizz SPSR</a>	Students are approved to use

# SDM Online Services

## Reviewed Services



		this site to both participate and create quizzes.
Gimkit	<a href="#">Gimkit SPSR</a>	Students are approved to use this site to both participate and create quizzes.
Legends of Learning	<a href="#">Legends of Learning SPSR</a>	Allowed for all students with specific restrictions. Only the paid version is acceptable.
Canva	<a href="#">Canva SPSR</a>	Approved for all students using the free education edition.
Kami	<a href="#">Kami SPSR</a>	Approved for all students
Quizizz	<a href="#">Quizizz SPSR</a> <a href="#">Terms of Use</a> <a href="#">Privacy Policy</a>	Approved for all students
Flipgrid	<a href="#">Flipgrid SPSR</a>	Approved for all students
Everfi	<a href="#">Ever SPSR</a>	Approved for all students
Blooket	<a href="#">Blooket SPSR</a>	The service is acceptable for all students to join a teacher hosted session. Any student over the age of 13 may create an account on Booket.  <b>Students under the age of 13 may not create their own accounts. (This is a restriction of Booket terms of use.)</b>
FlexClip	<a href="#">FlexClip SPSR</a>	Service is acceptable for all students. Students should create accounts using the school district Google account to ensure COPPA compliance.
Amplify	<a href="#">Amplify SPSR</a>	

# SDM Online Services

Reviewed Services




# SDM Online Services

Reviewed Services



## Yellow Light

Students may use these services with specific limitations. Please take note of these limitations and follow these restrictions.

Service	Sources	Notes
 <a href="http://www.plt4m.com/">http://www.plt4m.com/</a>	<a href="#">SDM Service Review</a> <a href="#">Privacy Policy</a>	Online service is only usable for students above the age of 13.
CS2N	<a href="#">SDM Service Review</a>	Allowed for all students grade 9 and above. Students 13 or younger or grade 8 and below require parent approval. The website manages the approval process via parent email.  NOTE: Carnegie Mellon Robotics Academy retains rights to any user content uploaded to their systems.

# SDM Online Services

Reviewed Services



## Red Light

These services have failed to meet our standards. Students are not allowed to use these online services.

Service	Sources	Notes
Kahoot - Student Login / Create Quiz	<a href="#">SDM Service Review</a>	Students are able to use the Kahoot website to participate in quizzes created by their teacher.  They may not create accounts on the Kahoot website.

## Appendix D: Help Desk Tickets & Work Orders

[Electronic Version of Document](#)



# Help Desk & Work Orders

## Staff Instructions



### What is Ticket Tracking?

Help desk ticket tracking leads to greater customer satisfaction and worker productivity. A well-organized help desk system streamlines operations and may help lower overall costs.

### How to Open a Ticket or Work Order

You can request help by sending an email to the appropriate email address.

#### **Information Technology (IT)**

**You can open a help desk ticket by sending an email to [support@manawaschools.org](mailto:support@manawaschools.org).**

#### **Manawa Elementary Work Orders**

**You can open a work order by sending an email to [esworkorder@manawaschools.org](mailto:esworkorder@manawaschools.org).**

#### **Little Wolf High School Work Orders**

**You can open a work order by sending an email to [hsworkorder@manawaschools.org](mailto:hsworkorder@manawaschools.org).**

### Ticket Received Acknowledgement

You will receive an email acknowledging your ticket has been received. The email includes a link to view the status of the ticket. You will need to create a help desk account to view ticket status.

#### Example "Ticket Received" Email

**Ticket Received - Chromebook Screen Broken** Inbox x

**School District of Manawa** <support@manawaschools.freshdesk.com>  
to me ▾

Dear Hermonie Granger,

We would like to acknowledge that we have received your request and a ticket has been created.  
A support representative will be reviewing your request and will send you a personal response.(usually within 24 hours).

To view the status of the ticket or add comments, please visit  
<https://manawaschools.freshdesk.com/helpdesk/tickets/32>

Thank you for your patience.

Sincerely,  
Your Friendly Neighborhood Tech Person Support Team

# Help Desk & Work Orders

## Staff Instructions



### Ticket Closed Acknowledgement

You will receive an email letting you know the ticket has been closed. You can reopen the ticket by responding to the email.

#### Example "Ticket Closed" Email

**Ticket Closed - Chromebook Screen Broken** Inbox x

**School District of Manawa** <support@manawaschools.freshdesk.com>  
to me ▾

Dear Hermonie Granger,

Your ticket - Chromebook Screen Broken - has been closed.

We hope that the ticket was resolved to your satisfaction. If you feel that the ticket sl

Sincerely,  
Your Friendly Neighborhood Tech Person Support Team  
<https://manawaschools.freshdesk.com/helpdesk/tickets/32>

# Help Desk & Work Orders

## Staff Instructions

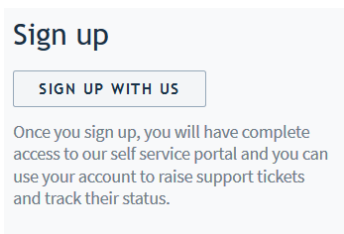
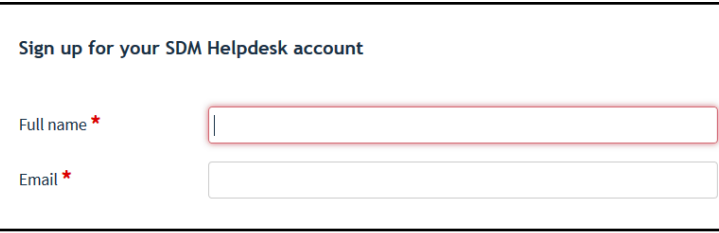
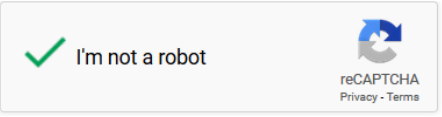
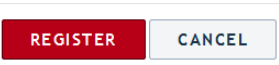
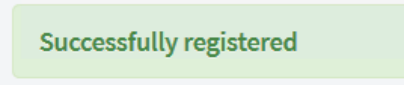


### Help Desk Portal

Our help desk portal is located online here: <https://manawaschools.freshdesk.com/>. **Using the online portal is optional.** You can submit tickets via email without using the portal.

### Create a Help Desk Account

**Remember, this is an optional step.** You can submit help desk tickets without creating a help desk account. Creating a help desk account allows you to view ticket status.

1	Visit the help desk portal website.	<a href="https://manawaschools.freshdesk.com/support/login">https://manawaschools.freshdesk.com/support/login</a>
2	Click the <b>Sign Up With Us</b> button.	
3	Enter your <b>full name</b> and <b>email address</b> .	
4	Prove you are not a robot.	
5	Click <b>Register</b> to continue.	
6	The site will display a message indicating you are registered.	

# Help Desk & Work Orders

## Staff Instructions



7	<p>Check your email to find your activation email.</p> <p>Click the link in the email to set your account password.</p>	<p>SDM Helpdesk user activation <span>Inbox x</span></p> <p>School District of Manawa to bryant</p> <p>2:36 PM (0 minutes ago) ☆ ↶</p> <p>Hi Bryant Test,</p> <p>A new Your Friendly Neighborhood Tech Person account has been created for you.</p> <p>Click the url below to activate your account and select a password!</p> <p><a href="https://manawaschools.freshdesk.com/register/BV6HIS2/yJ8sovOdLK">https://manawaschools.freshdesk.com/register/BV6HIS2/yJ8sovOdLK</a></p> <p>If the above URL does not work try copying and pasting it into your browser. If you continue to have problems, please feel free to contact us.</p> <p>Regards, Your Friendly Neighborhood Tech Person</p>
8	<p>Enter your full name and password.</p> <p>Click the <b>Activate and Login</b> button.</p>	<p><b>Activate Your Account</b> Please confirm your details and set a password for your account</p> <p>Full name * <input type="text" value="Bryant Test"/></p> <p>Enter Password * <input type="password" value="....."/></p> <p>Retype Password * <input type="password" value="....."/></p> <p><b>ACTIVATE AND LOG IN</b></p>

## Appendix E: Staff Scheduled for Laptop Updates Summer 2021

Refresh Year	Building	Main User	Position
2021-22	School District of Manawa	Krueger, Jennifer	District Library Media Specialist
2021-22	Little Wolf	Eck, Mary	At-risk teacher
2021-22	Little Wolf	Trice, Beth	Special Education Teacher
2021-22	Manawa Elementary School	Bortle, Sarah	Art Teacher
2021-22	Manawa Elementary School	Wortz, Carol	Special Education Teacher
2021-22	Manawa Elementary School	Harvey, Haley	5K Teacher
2021-22	Manawa Elementary School	Johnson, Casey	Grade 1
2021-22	Manawa Elementary School	Stormoen, Becky	Grade 2
2021-22	Manawa Elementary School	Rosin, Jennifer	Grade 1
2021-22	Manawa Elementary School	Romberg, Ann	Speech Therapist
2021-22	Manawa Elementary School	Field, Kathy	Grade 2
2021-22	Manawa Elementary School	Poppy, Michelle	5K Teacher
2021-22	Manawa Elementary School	Hansen, Chris	Grade 5
2021-22	Little Wolf	Wright, Meria	CTE Teacher
2021-22	Manawa Elementary School	Meier, Jeanne	Grade 3
2021-22	Little Wolf	Millard, Dawn	MMS Teacher
2021-22	Little Wolf	Collins, Patrick	HS Math Teacher
2021-22	Manawa Elementary School	Sitter, Katie	Special Education
2021-22	Little Wolf	Ziemer, Nate	MMS Teacher
2021-22	Little Wolf	Polkki, Tom	HS Social Studies Teacher
2021-22	Manawa Elementary School	Pari, Val	Math Specialist
2021-22	SPARE		
2021-22	SPARE		
2021-22	SPARE		
2021-22	SPARE		
2021-22	SPARE		