

School District of Manawa

BOARD OF EDUCATION REGULAR MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525



The Board of Education will livestream the public meeting at the following [link](#)

Monday, July 24, 2023
6:00 P.M.

- ❖ **CALL TO ORDER** Hybrid Meeting Format
 - *This is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There will be a time for public comment during the meeting as indicated in the agenda. (B.O.E. Policy 0166)*

- ❖ **PLEDGE OF ALLEGIANCE**

- ❖ **ROLL CALL** - *Verification of Quorum*
 - ***B.O.E. Members Present:***

- ❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION**
[\$19.84(2) Wis. Stats.]
 - ***Verify Publication of Meeting***

- ❖ **CONSENT AGENDA**
For the consent agenda, the Board has been provided background materials on each item or has discussed at previous meetings. These will be acted upon with one vote.

The Board will consider approval of:

1. Approve Minutes of Regular Board Meeting
 - a. June 26, 2023
 - b. June 20, 2023 Special Board Meeting
2. Approve Expenditures & Receipts: Treasurer's Report
 - a. Cash Receipts
 - b. Invoice Report
 - c. Donations:
 - i. TreeHouse Foods, Inc. - \$4,508.00 for the Gaga Ball Pit at Manawa Elementary Playground.
 - ii. A. Sturm & Sons Foundation, Inc. - \$3,000.00 for the "Fine Arts" programs.

- iii. A. Sturm & Sons Foundation, Inc. - \$5,000.00 for Manawa FFA Chapter
 - iv. Mid-Western Rodeo - \$100.00 to Manawa FFA
- 3. Approve New Staff
 - a. Consider Approval of Fall Coaching Recommendations
- 4. Approve **SECOND READING** of NEOLA Policy Revisions:
 - a. PO2330 - Homework
 - b. NEOLA 3000 Staff-Personnel Merging of All Staff- Related Policies as Presented.
- 5. Approve Handbook(s)
 - a. EL Handbook
 - b. Cyber Response Plan
 - c. Information Technology Plan
 - d. Chromebook Plan

ITEMS REQUESTED TO BE CONSIDERED AS AN INDIVIDUAL RESOLUTION(S):

❖ PUBLIC COMMENTS

(Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)

❖ ADMINISTRATIVE REPORT(S)

- 1. District Administrators Report
 - a. District Vacancy Update
 - b. Kobussen Transportation Report
- 2. Principal Report(s)
 - a. ES Principal Highlights - Included in Board Packet
(Special Education Director: Highlights - Included in Board Packet)
 - b. MS / HS Principal: Highlights - Included in Board Packet
(District Reading Specialist: Highlights - Included in Board Packet)
- 3. IT Director Report(s)
 - a. Highlights - Included in Board Packet

❖ BOARD COMMENTS

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

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

❖ COMMITTEE REPORTS

1. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from 2023-07-17
2. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from 2023-07-18
3. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from 2023-7-17

❖ UNFINISHED BUSINESS

1. Consider Approval of the Coaches Handbook
2. Consider Approval of the Student Handbook Request Memo
3. Laude/Weighted Grading recommendation

❖ NEW BUSINESS

1. Consider Approval of the National FFA Convention Field Trip (HS FFA)
2. Consider Approval of Athletic Admissions / Season Passes

❖ ADJOURN

UPCOMING MEETING(S):

Board of Education Regular Meetings take place on the 4th Monday every month.

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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 the 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.
- E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants.
- G. Participants shall address only topics within the legitimate jurisdiction of the Board.
- H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.

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5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session. The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the following conditions:
 1. No obstructions are created between the Board and the audience.
 2. No interviews are conducted in the meeting room while the Board is in session.
 3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

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Kobussen Buses Ltd.

Family Pride in Every Ride

July 11, 2023

June 2023 Transportation Report

Prepared For: School District of Manawa

To whom it may concern,

We had six days of school and 15 days of summer school in June with four extracurricular trips for the end of the year.

On June 8th, we held our end-of-the-year party at the Manawa Veteran's Park. We were able to present Randy Steingraber with our perfect attendance award for not missing any days of work! We also presented our PRIDE award to Jehovala Cesar and lastly, our STAR award went to Pat O'Brien. All these individuals are well deserving of them, and we cannot thank them enough for their dedication!

As school operations slow down, we prepare for the Lola Car Show. We provide shuttling for the spectators to and from the show grounds. Along with the Lola Car Show comes EAA where we also provide shuttling for spectators. This is a good change of pace for our drivers and gives them something to look forward to during the summer months.

With July here, we try and take a breather and enjoy some of the summer ourselves. Then come August we are in full swing into routing and getting bus routes ready.

We are still looking for applicants to join our team of drivers. If you know of anyone, please send them our way. We will be having a training session starting in August. Anyone interested can apply online at www.kobussen.com

If you have any questions or concerns, please contact me at any time.

Thank you,

Jacob R. Elsner

Jacob R. Elsner
Terminal Manager
Kobussen Buses Ltd.

Contact Information:
(920) 389-1500 ext. 1701
Jacob.elsner@kobussen.com



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Danni Brauer
Date: 7/17/23
Re: July Update

- Lee Recreation will begin to install the new playground equipment on July 25th weather permitting. I am in the process of ordering 2 Gaga Ball pits that we have raised money for. These will include panels with the name of the businesses and other groups that donated money toward the pits.
- We received the Forward and DLM, the alternate assessment, score reports. They are being mailed out this week. I have begun to go through the data to pull out information that will be helpful moving forward. 23 fourth and fifth graders went up at least 1 level on 1 subject (ELA and Math) from the prior year. I sent postcards to each one to celebrate that accomplishment.
- The gym floor was refinished the week of July 10.
- HJ Martin to come in to fix the MES floor the week of July 24th. The volleyball camp that is scheduled in the gym during that week will be moved to the HS gym.
- Much of my summer so far has been spent going compiling literacy resources for K-2 classroom teachers. The resources are from curricular materials we already use but are add-ons to the regular scope and sequence. Teachers will be able to utilize all the resources have to offer and accelerate student learning.
- The Building Consultation Team met to discuss incorporating Restorative Practices into the daily business at MES. We are working to promote empathy in our students which is something that students seem to struggle with. Many of our students have a hard time understanding how their behavior affects others. Next, the Building Leadership Team will meet to refine the plan and decide on how to roll it out. Ms. U has been instrumental in this initiative. We are excited to roll it out.
- Ms. U is planning to have a table at Manawa's National Night Out. She will have a craft for children to make during the festivities. I would have attended also but am on vacation that week. The two of us will be attending the Waupaca County Fair to visit with families of students that have entries.
- Mrs. Lowney and Mrs. Tauscher have been working tirelessly to ensure the building is ready for the start of the year. They really are a dynamic duo!



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Jun 15, 2023

To: Mr. Ryan Peterson, Manawa Board of Education

Fr: Michelle Johnson

Date: July, 11th, 2023

Re: Manawa Middle and Little Wolf High Highlights

Update on Staffing

- *Interviews are set for administrative assistant/counseling office- 7/14/23
- *Interviews are scheduled for special education paraprofessionals 7:12/23
- *Mr. Wade Turner-Internal transfer to fill the .25 Title I Position at St. Paul's as the Reading Specialist providing targeted interventions.

Needs:

- *District Literacy Coach/Interventionist

Update on Training and Preparation for the Upcoming School Year

- *Completion of Title IX training and certification
- *Completion of ALICE training for the trainer
- *Skyward rollover of academics, food service, student management, and finances under the direction of Dean, Skyward experts, administrative assistants, and counseling.
- *Summer curriculum writing in social studies and CTE is underway.
- *In the process of preparing school registration and beginning of the year communication (Scheduled to be sent out by July 25th prior to online registration.
- *Revamping forms for efficiency
- *Custodian and student summer crew are deep cleaning. Floor waxing is beginning.
- *Developing and revamping attendance procedures, letters, and processes.
- *Meeting with new staff to begin/extend the onboarding process and welcome to our district.
- *Analysis of past year's behavior and academic data to set and align goals.

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800 Beech Street
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Little Wolf High School Manawa Middle School

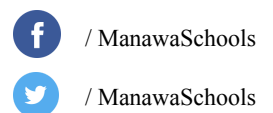
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Manawa Elementary

800 Beech Street
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*Reviewing updated policies.

*Working together with the new DA and Business Administrator to develop effective systems.

Summer Student Work Crew

Although the hallways are still and the building is overall pretty quiet, the student summer crew is busy working with our custodial staff. We appreciate their hard work, (and, I am grateful to have some students in the building!)



Summer Fitness:

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As an extension of our summer school program, students grades 6-12 build strength, confidence, and cardio through our fitness program under the supervision and leadership of Mr. Johnson, Mr. Bortle, Mr. Collins, and Mrs. Gunderson.



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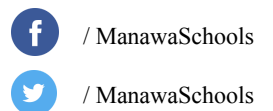
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Manawa Rodeo and Parade →

With pride, our FFA club members were awarded 1st place for their designed float during our Manawa Rodeo Parade. The float featured a mini barn built by our students as well as other students dressed up in cow costumes. Well done!



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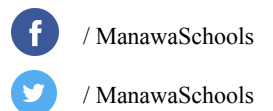
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Student volunteers provide service during the rodeo.



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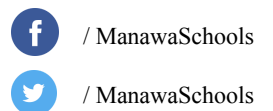
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Summer Agriculture Course Visits under the Guidance and Instruction of Ms. Cordes



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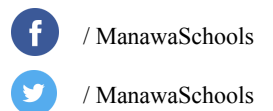
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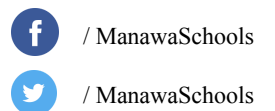
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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Mrs. Michelle Johnson
District Reading Specialist

Jul 12, 2023

To: Mr. Ryan Peterson, Manawa Board of Education

Fr: Michelle Johnson

Date: 7/12/23

Re: District Literacy Highlights

Purpose:

Instructional coaches partner with educators to analyze current reality, set goals, identify and explain teaching strategies to hit the goals, and provide support until the goals are met. Together, we provide opportunities to educate all students at the highest level.

Literacy Yearly Report: (As presented separately)

Summer School Adventures 2023

Throughout the month of June, students built rockets, cared for school gardens with their hands in the mud, went on biking adventures/learned about biking safety, creatively read books and made snacks that went along with themes, and made new friends. Small groups of students received targeted literacy and math intervention and additionally, previewed upcoming skills for the next year. Students explored being outside, developed teamwork, and even were able to watch a bubble presentation in partnership with the Manawa Library.

Various summer camps such as basketball, cheerleading, football (to come), and Hunter's Safety also provide various opportunities for our students.

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At the secondary level, students completed recovery credits, participated in our fitness program, and marched/played their instruments in the Rodeo Parade.



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Technology Board Report

7/22/2023

Network and Server Infrastructure:

Zero day updates impacted a server and caused some network shares to be intermittently unavailable. These updates and zero day patching will continue to increase in frequency. Preparing for the upcoming school year for instructor cyber awareness training.

End of Year:

Chrome book collection, repair and cleaning is an ongoing process. We are finding fewer damaged chromebooks than last year. (This is due to the change of chromebook brand to Dell.)

Hardware Updates:

We have received the WIFI access units and have begun configuration and placement. Radiological assessment has been completed. About 50 percent of the new WIFI access points have been placed. Completing the primary installation of vape detectors in the high school and middle school bathrooms.



June 26, 2023 Board of Education Meeting Minutes

1. Call to Order – President Reiersen – 6:00 p.m. – MES Boardroom, 800 Beech Street
Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room,
800 Beech Street & Virtual Components)
2. Pledge of Allegiance
3. Roll Call - Riske, Reiersen, Krueger, Fietzer, Griffin, Hansen, and Jepson.
4. Verify Publication of Meeting - Verified by Dr. Oppor
5. District Showcase:
 - a. Retirement Recognition - New photo of Board members and the retirement photo were taken by Mrs. Nuemann
6. Presentations:
 - a. Engagement & Satisfaction
 - i. IV.C. Secondary Co-curriculars - Presentation given by Principal Michelle Johnson
7. Announcements:
 - a. Contributions to the District
 - b. Other Contributions
8. Consent Agenda
 - a. Approve Minutes of Regular Board of Education Meeting (May 22, 2023) and Special Board of Education Meetings (June 1, 2023 and June 20, 2023)
 - Meeting minutes for May 22nd: Mr. Fietzer addressed that “RSO” be changed to “SRO”
 - Mrs. Reiersen requested the June 20, 2023 Special Board Meeting Minutes be approved at the next Board of Education (BOE) Meeting.
 - b. Treasurer’s Report: Approve Expenditures & Receipts
 - i. Cash Receipts
 - ii. Invoice Report
 - iii. Credit Card Report
 - See 9a
 - c. Donations: None this month.
 - d. Consider Acceptance of Retirement of Elementary Special Assignment Teacher
 - e. Consider Acceptance of Retirement of Food Service Staff Member
 - f. Consider Approval of WIAA Membership as Presented - Mr. Fietzer asked what meeting it was in. Form was provided to him at the meeting for review.
 - g. Consider Approval of Swimming Field Trip Request as Presented

- h. Consider Approval of 1.0 FTE Technology Education Teacher as Presented
9. Any Item Removed from Consent Agenda
 - a. Treasurer's Report: Approve Expenditures & Receipts - Removed from Consent agenda. Motioned by Jepson. Second by Krueger. Motion carried.
10. Public Comments (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda)
11. Correspondence: None this month.
12. District Administrator's Report:
 - a. Student Council Representative - None during the summer.
 - b. Legislative Update
 - c. Monthly Enrollment Update - not applicable
 - d. Curriculum Director - This will be shared between school principals.
 - e. District Vacancy Update
 - f. Board Approved Projects Update
 - i. Vending machines have arrived. They are waiting to be programmed.
13. School Operations Reports:
 - a. ES Principal / Special Education Director: Highlights - Included in Board Packet
 - b. MS / HS Principal: Highlights - Included in Board Packet
14. Business Related Reports:
 - a. Highlights - Included in Board Packet
 - b. Kobussen Transportation Report - There is a Bus Driver program for those that want to learn.
15. Director's Reports:
 - a. District Reading Specialist: Highlights - Included in Board Packet
 - b. Technology Director: Highlights - Included in Board Packet
16. Board Comments:
 - a.
 - b.
17. Committee Reports:
 - a. Curriculum Committee (Riske) - See Curriculum Committee Meeting Minutes from June 1, 2023.
 - b. Finance Committee (Jepson) - See Finance Committee Meeting Minutes from June 12, 2023.
 - c. Buildings and Grounds (Griffin) - See Buildings & Grounds Committee Meeting Minutes from May 30, 2023 and June 20, 2023.
 - d. Policy and Human Resources (Reierson) - See Policy and Human Resources Committee Meeting Minutes from June 21, 2023.
18. Unfinished Business:
 - a. Consider Approval of the Following NEOLA Policies from Volume 32, Number 1 and AG8453:
 - i. PO2210 - Curriculum Development
 - ii. PO5200 - Attendance

- iii. PO5517 - Student Anti-Harassment
- iv. PO8405 - Environmental Health and Safety Program
- v. PO8453 - Direct Contact Communicable Diseases
- vi. AG8453 - Exposure Control Plan for Handling and Disposing of Body Fluids
- vii. PO8600 - Transportation

Motioned by Krueger/Second by Riske. Motion carried.

- b. Consider Approval of NEOLA Policy Technical Changes as Presented

Motioned by Griffin/Second by Krueger. Motion carried.

- c. Consider Approval of NEOLA Policy Revisions for:

- i. PO0171.1 - President
- ii. PO5780 - Adult Student-Parent Rights
- iii. PO9130 - Public Requests Suggestions or Complaints

Motioned by Jepson/Second by Hansen. Motion carried.

19. New Business:

- a. Consider Approval of a School Resource Officer (SRO) Position for the 2023-24 School Year Paid From Fund 80

Motioned by Riske/Second by Fietzer. Motion carried.

Discussion:

Jepson - we are going to pay from Fund 80, but next year it will need to be voted on by the public. The public may not want to fund the SRO come October 2023. What do we do then?

Reierson - the Fund 80 would carry over to next year's SRO.

Fietzer - it will be funded for one year. When we implement it, it will be for the SY 2023-2024.

Krueger - thanked everyone for the work and information that was put into proposing this position.

In favor: Fietzer, Riske, Hansen (3)

Opposed: Reiseron, Krueger, Griffin, Jepson (4)

Motion Failed to pass.

- b. Consider Approval of Manawa Middle School Financial Literacy Course for 2023-24 School Year as Presented

Motioned by Griffin/Second by Hansen. Motion carried.

- c. Consider Approval of Spanish Instructional Design as Presented

Motioned by Fietzer/Second by Riske. Motion carried.

- d. Consider Approval of Food Service Meal and Milk Prices for the 2023-24 School Year as presented

Motioned by Jepson/Second by Fietzer. Motion carried.

- e. Consider Approval of Performance Good Service as the Prime Vendor for the 2023-24 School Year as Presented

Motioned by Fietzer/Second by Hansen. Motion carried.

- f. Consider Approval of Engelhardt as the Dairy Vendor for the 2023-24 School Year as Presented

Motioned by Jepson/Second by Fietzer. Motion carried.

- g. Consider Approval of District and Class Fees for the 2023-24 School Year as Presented
Motedioned by Krueger/Second by Riske. Motion carried.
- h. Consider Approval to Transfer \$245,000.00 From the Fund 10 Fund Balance Into a 12-month Certificate of Deposit with American Deposit Management Company as Presented
Motedioned by Fietzer/Second by Krueger. Motion carried.
- i. Consider Approval of Pahlow Masonry Tuckpointing Quote as Presented
Motedioned by Riske/Second by Krueger. Motion carried.
Discussion: Dr. Oppor - Work will not be able to be started until the fall.
- j. Consider Approval of Revised 20-Year Maintenance Plan as Presented
Motedioned by Krueger/Second by Griffin. Fietzer and Hansen abstained due to not being able to review the plan. Motion carried.
 - Fund 46 will be utilized for this work.
- k. Consider Approval of SDM Truancy Plan as Presented
Motedioned by Griffin/Second by Hansen. Motion carried.
- l. Consider Approval of the Indoor Environmental Quality Plan as Presented.
Motedioned by Hansen/Second by Krueger. Motion carried.
- m. **First Reading** of NEOLA Policy Revisions for:
 - i. PO2330 - Homework
 - ii. NEOLA 3000 Staff-Personnel Merging of All Staff- Related Policies as PresentedMotedioned by Krueger/Second by Riske. Motion carried.
- n. Consider Approval of Updated School Records Retention Schedule as Presented
Motedioned by Krueger/Second by Riske. Motion carried.
- o. Consider Approval of the Following 2023-24 Handbooks:
 - i. SDM Special Education Handbook
 - ii. SDM Gifted and Talented Plan
 - iii. SDM Title I Schoolwide Plan
 - iv. SDM Response to Intervention Plan
 - v. SDM Teacher Mentor Program Handbook
 - vi. SDM Salary and Stipend Guide
 - vii. SDM Section 504/ADA Prohibition Against Discrimination Based on Disability PlanMotedioned by Griffin/Second by Jepson. Motion Carried. Forms should be converted to a “fillable” format.
- p. Consider Approval to Delete the SDM Academic and Career Planning Handbook as an Independent Handbook and Incorporate it in the LWHS Course of Study Guide Annually
Motedioned by Krueger/Second by Jepson. Motion Carried.
- q. Consider District Owned Passenger Vehicle Repair or Replacement Plan
Discussion:
 - Griffin - motioned to table and would like to send it back to

Buildings and Grounds Committee to keep looking around for options. Fietzer - Second motion. Motion Carried.

20. Next Meeting Dates:

- a. June 28, 2023 - Curriculum Committee Meeting - 5:00 p.m. - MES Board Room
- b. July 18, 2023 - Finance Committee Meeting - 5:00 p.m. - MES Board Room
- c. July 24, 2023 - Regular Board of Education Meeting - 6:00 p.m. - MES Board Room
- d. July ??, 2023 - Buildings and Grounds Committee Meeting - TBD - MES Board Room
- e. July ??, 2023 - Policy and Human Resources Committee Meeting - TBD - MES Boardroom - [Date to be determined with Mr. Peterson starts his position as District/Business Administrator](#)

[President Reierson asked for a motion to adjourn into closed session for the agenda items listed below. Motion by Krueger/Second by Fietzer. Motion carried](#)

[Meeting adjourned at 7:32 p.m.](#)

21. Closed Session - The Board of Education Shall Move into Closed Session Pursuant to the Provisions of 19.85(1)(c), Wis. Statutes, for the Purposes of: **(c)** Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility per Wisconsin Statute 19.85 (1) (c); **(f)** consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85(1)(f))
- 1) Staff Evaluation Process
 - 2) Expulsion and Abeyance Agreements
22. Board May Act on Items Discussed in Closed Session
23. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.

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

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

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

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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 the 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. E. No participant may speak more than once on the same topic unless all others who wish to speak on that topic have been heard.
- F. Participants shall direct all comments to the Board and not to staff or other participants. G. Participants shall address only topics within the legitimate jurisdiction of the Board. H. All statements shall be directed to the presiding officer; no person may address or question Board members individually.
- I. The presiding officer may:
 - 1. interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant;
 - 2. request any individual to leave the meeting when that person does not observe reasonable decorum;
 - 3. request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
 - 4. call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
 - 5. waive these rules with the approval of the Board when necessary for the protection of privacy or the administration of the Board's business.
- J. The portion of the meeting during which the comment of the public is invited shall be limited to fifteen (15) minutes unless extended by a vote of the Board.
- K. Recording, filming, or photographing the Board's open meetings is permitted. Recording, filming, or photographing the Board's closed session is only permitted pursuant to Bylaw 0167.2 – Closed Session.

The person operating the equipment should contact the District Administrator prior to the Board meeting to review possible placement of the equipment, and must agree to abide by the

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following conditions:

1. No obstructions are created between the Board and the audience.
2. No interviews are conducted in the meeting room while the Board is in session.
3. No commentary, adjustment of equipment, or positioning of operators is made that would distract either the Board or members of the audience or otherwise disrupt the meeting while the Board is in session.

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06/20/23 Special Board meeting minutes

1. Call to Order – President Reiersen – 5:30 p.m.
2. Pledge of Allegiance
3. Roll Call- All Present
4. Verify Publication of Meeting- Dr. Oppor verified
5. Public Comment (Register to Speak Prior to Start of Meeting / Guidelines Listed Below Agenda) None
6. Unfinished Business: None
7. New Business:
 - a. Consider Approval of 1.0 FTE Secondary Special Education Teacher as Presented
Motion by: Krueger, Jepson
Motion carried.
 - b. Consider Approval of 1.0 FTE Technology Education Teacher as Presented
No confirmed candidate yet.
 - c. Consider Approval of School Counselor/Districtwide State and Federal Reporting Clerical Support - Part Time 28.75 for 10 months.
Motion by: Krueger, Riske
Motion carried.
 - d. Review, Revise, and Endorse the Following Plans as Presented:
 - i. SDM Section 504 -ADA Plan - *No changes recommended other than school year update.
Needs to be updated.*
 - ii. SDM Special Education Handbook - *Changes and additions are found on the first four cover pages along with edits noted throughout the document.
Endorsed by: Griffin, Jepson
Motion carried.*
 - iii. SDM Gifted and Talented Plan - *Update year but no further changes recommended; new G/T Coordinator will review further for 2024-25.
Endorsed by: Krueger, Jepson
Motion carried.*
 - iv. SDM Title I Schoolwide Plan - *New revised plan.
Endorsed by: Jepson, Hansen
Motion carried.*
 - v. SDM Response to Intervention Plan - *No changes recommended other than school year update.
Endorsed by: Krueger, Fietzer
Motion carried.*
 - vi. SDM K-12 Student/Parent Handbook - *Updates are highlighted.
Not endorsed.*

vii. SDM Academic and Career Planning Handbook - *Incorporated into LWHS Course of Study Guide; remove from handbook listing.*

Endorsed by: Krueger, Riske

Motion carried.

viii. SDM Teacher Mentor Program Handbook - *No changes recommended other than school year update.*

Endorsed by: Jepson, Hansen

Motion carried.

ix. SDM Support Staff Handbook

Not endorsed.

x. SDM Professional Educator Handbook

Not endorsed.

xi. SDM Salary and Stipend Guide

Endorsed by: Riske, Griffin

Motion carried.

e. Consider Passenger Vehicle Repair or Replacement Plan

Still waiting on additional information from inspection.

8. Next Meeting Dates:

- a. June 21, 2023 – Policy and Human Resources Committee Meeting – 6:00 p.m. – MES Board Room
- b. June 26, 2023 - Regular Board of Education Meeting - 6:00 p.m. - MES Board Room
- c. June 28, 2023 - Curriculum Committee Meeting - 5:00 p.m. - MES Board Room
- d. July 18, 2023 - Finance Committee Meeting - 5:00 p.m. - MES Board Room
- e. August 8, 2023 - School Registration/Picture Day - 10:00 a.m. to 6:00 p.m.

9. Adjourn

Motion by: Fietzer, Krueger

Motion carried at 7:53 p.m.

Name	Reference	Trans Date	Description	Post Date	Amount
		06/05/2023	HS TRACK MEET FEES	06/05/2023	200.00
			Totals for 16605		200.00
		06/05/2023	MS TRACK MEET FEES	06/05/2023	150.00
			Totals for 16606		150.00
		06/05/2023	BEHNKE SWIM DEPOSIT	06/05/2023	30.00
			Totals for 16607		30.00
		06/05/2023	MOBILE HOME TAXES JAN-APR 23	06/05/2023	628.40
			Totals for 16608		628.40
		06/05/2023	MOBILE HOME TAXES LOTTERY CREDIT	06/05/2023	679.24
			Totals for 16609		679.24
		06/05/2023	CHAMBER LUNCH	06/05/2023	40.20
			Totals for 16610		40.20
		06/05/2023	FITNESS CENTER FEES	06/05/2023	200.00
			Totals for 16611		200.00
		06/05/2023	SUMMER SCHOOL	06/05/2023	225.00
			Totals for 16612		225.00
		06/05/2023		06/05/2023	10.00
			Totals for 16613		10.00
		06/05/2023	DISTRICT FEE	06/05/2023	180.00
			Totals for 16614		180.00
		06/05/2023	FOOD SERVICE	06/05/2023	905.35
			Totals for 16615		905.35
		06/06/2023	CLASS OF 2030	06/09/2023	50.00
			Totals for 16585		50.00
		06/06/2023	CLASS OF 2031	06/09/2023	40.00
			Totals for 16586		40.00
		06/06/2023	CLASS OF 2032	06/09/2023	20.00
			Totals for 16587		20.00
		06/06/2023	CLASS OF 2033	06/09/2023	10.00
			Totals for 16588		10.00
		06/06/2023	MES LIBRARY CLUB	06/09/2023	35.00
			Totals for 16589		35.00
		06/06/2023	ART CLUB CHOCOLATE SALES CHICAGO TRIP	06/06/2023	400.00
			Totals for 16590		400.00
		06/06/2023	BASEBALL TIMBER RATTLERS TICKET SALES	06/06/2023	110.00
			Totals for 16591		110.00
		06/09/2023	CLASS OF 2030	06/09/2023	10.00
			Totals for 16599		10.00
		06/09/2023	CLASS OF 2031	06/09/2023	10.00
			Totals for 16600		10.00
		06/09/2023	CLASS OF 2032	06/09/2023	10.00
			Totals for 16601		10.00
		06/09/2023	CLASS OF 2034	06/09/2023	10.00
			Totals for 16602		10.00
		06/09/2023	BV CAMP SUMMER 2023	06/09/2023	1,170.00
			Totals for 16603		1,170.00
		06/09/2023	TIMBER RATTLERS TICKET COLLECTION	06/09/2023	30.00
			Totals for 16604		30.00
		06/12/2023	BREAKFAST AID	06/12/2023	4,810.33
			Totals for 14256		4,810.33
		06/12/2023	NATIONAL SCHOOL LUNCH AID	06/12/2023	13,195.79
			Totals for 14257		13,195.79
		06/12/2023	COMMODITY CREDIT	06/12/2023	226.02

Name	Reference	Trans Date	Description	Post Date	Amount
			Totals for 14258		226.02
		06/12/2023	MES DISTRICT FEES COLLECTED	06/23/2023	60.00
			Totals for 16592		60.00
		06/12/2023	MES FOOD SERVICE COLLECTED	06/23/2023	311.80
			Totals for 16593		311.80
		06/12/2023	FORWARD HEALTH ACH DEPOSITS	06/12/2023	20,927.26
			Totals for 16594		20,927.26
		06/12/2023	HS TRACK MEET FEES COLLECTED	06/12/2023	100.00
			Totals for 16595		100.00
		06/12/2023	PAYMENT FOR LENOVO OPPOR	06/12/2023	500.00
			Totals for 16596		500.00
		06/12/2023	6-8 MS ATHLETIC FEES COLLECTED	06/12/2023	150.00
			Totals for 16597		150.00
		06/12/2023	SUMMER SCHOOL REGISTRATIONS COLLECTED	06/12/2023	600.00
			Totals for 16598		600.00
		06/12/2023	CTE Incentive Grants	06/12/2023	9,170.72
			Totals for 16616		9,170.72
		06/12/2023	SPED AND PARENT AID 6.12.23	06/12/2023	54,814.94
			Totals for 16617		54,814.94
		06/16/2023	MT OLYMPUS REIMBURSEMENT	06/16/2023	153.69
			Totals for 16622		153.69
		06/16/2023	MT OLYMPUS REIMBURSEMENT	06/16/2023	96.14
			Totals for 16623		96.14
		06/16/2023	MT OLYMPUS REIMBURSEMENT	06/16/2023	77.17
			Totals for 16624		77.17
		06/16/2023	SOFTBALL FUNDRAISER	06/16/2023	34.00
			Totals for 16625		34.00
		06/16/2023	MES SUMMER SCHOOL DEPOSITS	06/16/2023	210.00
			Totals for 16630		210.00
		06/19/2023	22-23 PCARD REBATE WASBO	06/16/2023	365.96
			Totals for 16626		365.96
		06/19/2023	MUSICAL REIMBURSEMENT	06/16/2023	335.44
			Totals for 16627		335.44
		06/19/2023	FOOD SERVICE LWHS	06/16/2023	409.20
			Totals for 16628		409.20
		06/19/2023	SUMMER SCHOOL	06/16/2023	45.00
			Totals for 16629		45.00
		06/21/2023	FOOD SERVICE DEPOSIT	06/21/2023	1,405.35
			Totals for 16631		1,405.35
			Total for Cash Receipts		113,152.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	0.00	13,204.32	335.44	13,539.76
21	Special Revenue Trust Fund	0.00	1,939.00	327.00	2,266.00
27	SPECIAL EDUCATION FUND	0.00	75,742.20	0.00	75,742.20
50	FOOD SERVICE FUND	3,031.70	18,272.34	0.00	21,304.04
80	COMMUNITY SERVICE FUND	0.00	300.00	0.00	300.00
***	Fund Summary Totals ***	3,031.70	109,457.86	662.44	113,152.00

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

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84704	AMERICAN DEPOSIT MAN	JPAP06	06/27/2023	FUND TRANSFER	GENERAL FUND/Operating Transfers to Another	0	295,000.00
						Totals for 84704	295,000.00
84705	CLEAN WATER TESTING,	JPAP06	06/27/2023	COLIFORM BACTERIA TEST (WATER)	GENERAL FUND/PERSONAL SERVICES/SITE REPAIRS	0	30.00
						Totals for 84705	30.00
84706	SCHOOL DISTRICT OF M	JPAP06	06/27/2023	EFUNDS DEPOSIT	GENERAL FUND/MISCELLANEOUS/D ISTRICT WIDE	0	50.00
						Totals for 84706	50.00
84712	CESA 6-CONFERENCE RE	JPAP06	06/30/2023	PHYSICAL THERAPY & PSYCHOLOGIST DAILY RATE	SPECIAL EDUCATION FUND/TRANSFER TO CESA/PHYSICAL THERAPY	0	3,135.00
84712	CESA 6-CONFERENCE RE	JPAP06	06/30/2023	PHYSICAL THERAPY & PSYCHOLOGIST DAILY RATE	SPECIAL EDUCATION FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	1,276.80
84712	CESA 6-CONFERENCE RE	JPAP06	06/30/2023	PHYSICAL THERAPY & PSYCHOLOGIST DAILY RATE	GENERAL FUND/TRANSFER TO CESA/SCHOOL PSYCHOLOGIST	0	243.20
						Totals for 84712	4,655.00
84720	KOBUSSEN BUSES LTD	JPAP06	06/30/2023	BUS CHARGES - JUNE 2023 REGULAR SCHOOL SESSION	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/CONTRA CTED FLEET	0	12,404.05
84720	KOBUSSEN BUSES LTD	JPAP06	06/30/2023	BUS CHARGES - JUNE 2023 REGULAR SCHOOL SESSION	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	968.32
84720	KOBUSSEN BUSES LTD	JPAP06	06/30/2023	BUS CHARGES - JUNE 2023 REGULAR SCHOOL SESSION	SPECIAL EDUCATION FUND/CONTRACTED PUPIL TRANSPORTATIO/SPECIA L EDUCATION HDCP	0	1,953.33
84720	KOBUSSEN BUSES LTD	JPAP06	06/30/2023	BUS CHARGES - JUNE 2023 REGULAR SCHOOL SESSION	GENERAL FUND/CONTRACTED PUPIL TRANSPORTATIO/FIELD TRIPS	0	1,031.77
						Totals for 84720	16,357.47
84721	MANAWA COWBOYS	JPAP06	06/30/2023	CHECK WAS MADE OUT TO MES - PAYMENT IS FOR BENHAMADI FAMILY FEE	GENERAL FUND/STUDENT FEES/DISTRICT WIDE	0	300.00
						Totals for 84721	300.00
84722	MANAWA QUALITY FOODS	JPAP06	06/30/2023	Lab Supplies for Ag	GENERAL FUND/FOOD/AGRICULTUR E	4000230254	16.28
						Totals for 84722	16.28

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84726	PERFORMANCE FOODSERV	JPAP06	06/30/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	1,580.28
84726	PERFORMANCE FOODSERV	JPAP06	06/30/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	563.92
84726	PERFORMANCE FOODSERV	JPAP06	06/30/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/CENTRAL SUPPLY ROOM/FOOD SERVICES	0	319.24
84726	PERFORMANCE FOODSERV	JPAP06	06/30/2023	FOOD AND NON FOOD SUPPLIES	FOOD SERVICE FUND/FOOD/FOOD SERVICES	0	513.23
						Totals for 84726	2,976.67
84729	SCHOOL DISTRICT OF I	JPAP06	06/30/2023	SUMMER SCHOOL SWIMMING LESSONS	GENERAL FUND/GENERAL SUPPLIES/UNDIFFERENT IATED CURRICULUM	0	638.00
						Totals for 84729	638.00
84730	SCHOOL DISTRICT OF M	JPAP06	06/30/2023	TO MOVE REMAINING FUND 21 DOLLARS FROM FIRST STATE BANK TO PREMIER BANK	Special Revenue Trust Fund/CASH ON DEPOSIT, FIRST STATE	0	56,923.09
						Totals for 84730	56,923.09
84734	UNIFIRST CORPORATION	JPAP06	06/30/2023	MATS & MOPS	GENERAL FUND/CLEANING SERVICES/OPERATION	0	53.43
						Totals for 84734	53.43
84738	ACUITY	JPAP07	07/14/2023	WRITTEN PREMIUM CHARGE WORKERS COMPENSATION (TERM 7/01/23 - 07/01/2024)	GENERAL FUND/WORKER'S COMPENSATION/INSURAN CE AND JUDGEMENTS	0	58,913.00
						Totals for 84738	58,913.00
84739	AMAZON CAPITAL SERVI	JPAP07	07/14/2023	HEALTH ROOM SUPPLIES	GENERAL FUND/GENERAL SUPPLIES/SCHOOL NURSE	1012400023	148.96
84739	AMAZON CAPITAL SERVI	JPAP07	07/14/2023	KINDERGARTEN MATERIALS	GENERAL FUND/NON-CAPITAL EQUIPMENT/UNDIFFEREN TIATED CURRICULUM	1012400008	287.20
84739	AMAZON CAPITAL SERVI	JPAP07	07/14/2023	Trade Quest Plastic Clipboard Transparent Color Letter Size Low Profile Clip (Pack of 6)	SPECIAL EDUCATION FUND/NON-CAPITAL EQUIPMENT/EARLY CHILDHOOD	272400004	20.94
84739	AMAZON CAPITAL SERVI	JPAP07	07/14/2023	BUS TAGS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400005	373.23
84739	AMAZON CAPITAL SERVI	JPAP07	07/14/2023	STUDENT FOLDERS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400011	316.64
84739	AMAZON CAPITAL SERVI	JPAP07	07/14/2023	STUDENT BINDERS	GENERAL FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATE D CURRICULUM	1012400026	37.24

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					Totals for 84739		1,184.21
84740	CASH	JPAP07	07/14/2023	REIMBURSE MES PETTY CASH	GENERAL	0	6.70
					FUND/GENERAL		
					SUPPLIES/OFFICE OF		
					THE PRINCIPAL		
					Totals for 84740		6.70
84741	CDW GOVERNMENT, INC.	JPAP07	07/14/2023	30 CHROMEBOOK LAPTOPS	GENERAL	0	8,400.00
					FUND/TECHNOLOGY		
					RELATED		
					HARDWARE/ADMINISTRAT		
					IVE TECHNOLOGY SERV		
					Totals for 84741		8,400.00
84742	CONFIDENTIAL RECORDS	JPAP07	07/14/2023	DESTRUCTION OF FILE ON SITE SHREDDING	GENERAL	0	240.30
					FUND/PERSONAL		
					SERVICES/OFFICE OF		
					SUPERINTENDENT		
84742	CONFIDENTIAL RECORDS	JPAP07	07/14/2023	DESTRUCTION OF FILE ON SITE SHREDDING	GENERAL	0	240.30
					FUND/PERSONAL		
					SERVICES/DIRECTION		
					OF BUSINESS		
					Totals for 84742		480.60
84743	HALLMAN LINDSAY	JPAP07	07/14/2023	Paint	GENERAL	4002400016	435.39
					FUND/GENERAL		
					SUPPLIES/GENERAL		
					ATHLETICS		
					Totals for 84743		435.39
84744	HARDWOOD SPECIALISTS	JPAP07	07/14/2023	LWHS/MMS GYM FLOOR	GENERAL FUND/REPAIR	0	1,424.43
					& MAINTENANCE		
					SERVICES/BUILDINGS		
84744	HARDWOOD SPECIALISTS	JPAP07	07/14/2023	LWHS/MMS GYM FLOOR	GENERAL FUND/REPAIR	0	1,074.57
					& MAINTENANCE		
					SERVICES/SITE		
					REPAIRS		
84744	HARDWOOD SPECIALISTS	JPAP07	07/14/2023	MES GYM FLOOR	GENERAL FUND/REPAIR	0	2,324.00
					& MAINTENANCE		
					SERVICES/BUILDINGS		
					Totals for 84744		4,823.00
84745	HOUGHTON MIFFLIN HAR	JPAP07	07/14/2023	INTO READING GETTING STARTED - ONLINE	GENERAL	1012400021	800.00
					FUND/TECH/SOFTWARE		
					SERVIC/INSTRUCTIONAL		
					STAFF TRAINING		
					Totals for 84745		800.00
84746	LAKESHORE LEARNING	JPAP07	07/14/2023	KINDERGARTEN MATERIALS	GENERAL	1012400018	136.72
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for 84746		136.72
84747	MID-AMERICAN RESEARC	JPAP07	07/14/2023	LWHS/MMS CUSTODIAL SUPPLIES	GENERAL	0	707.37
					FUND/GENERAL		
					SUPPLIES/OPERATION		
84747	MID-AMERICAN RESEARC	JPAP07	07/14/2023	LWHS/MMS CUSTODIAL SUPPLIES	GENERAL	0	533.63
					FUND/GENERAL		
					SUPPLIES/OPERATION		
					Totals for 84747		1,241.00
84748	SCHOOL DATEBOOKS	JPAP07	07/14/2023	STUDENT PLANNERS	GENERAL	1012400000	364.47
					FUND/GENERAL		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					SUPPLIES/OFFICE OF THE PRINCIPAL		
					Totals for 84748		364.47
84749	SCHOOL NURSE SUPPLY	JPAP07	07/14/2023	HEALTH ROOM SUPPLIES	GENERAL	1012400024	193.00
					FUND/GENERAL SUPPLIES/SCHOOL NURSE		
					Totals for 84749		193.00
84750	SCHOOL SPECIALTY LLC	JPAP07	07/14/2023	KINDERGARTEN MATERIALS	GENERAL	1012400020	222.35
					FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM		
84750	SCHOOL SPECIALTY LLC	JPAP07	07/14/2023	PHY ED SUPPLIES	GENERAL	1012400013	60.40
					FUND/GENERAL SUPPLIES/PHYSICAL EDUCATION		
84750	SCHOOL SPECIALTY LLC	JPAP07	07/14/2023	JEANNE MEIER SUPPLIES	GENERAL	1012400014	108.83
					FUND/GENERAL SUPPLIES/UNDIFFERENTIATED CURRICULUM		
84750	SCHOOL SPECIALTY LLC	JPAP07	07/14/2023	BECKY STORMOEN ORGANIZER	GENERAL	1012400017	259.98
					FUND/NON-CAPITAL EQUIPMENT/UNDIFFERENTIATED CURRICULUM		
					Totals for 84750		651.56
84752	SKYWARD, INC	JPAP07	07/14/2023	ANNUAL LICENSE FEES - 7/1/23 - 6/30/24	GENERAL	0	40,182.00
					FUND/TECH/SOFTWARE SERVICES		
84752	SKYWARD, INC	JPAP07	07/14/2023	ELECTRONIC SIGNATURE FOR REQUISITIONS/PURCHASE ORDERS	GENERAL	8002400001	250.00
					FUND/PERSONAL SERVICES/GENERAL ADMINISTRATION		
					Totals for 84752		40,432.00
84753	TEACHER DIRECT	JPAP07	07/14/2023	2ND GRADE MATERIALS	GENERAL	1012400009	636.13
					FUND/INSTRUCTIONAL MEDIA/UNDIFFERENTIATED CURRICULUM		
84753	TEACHER DIRECT	JPAP07	07/14/2023	2ND GRADE MATERIALS	GENERAL	1012400010	247.32
					FUND/INSTRUCTIONAL MEDIA/UNDIFFERENTIATED CURRICULUM		
					Totals for 84753		883.45
84754	THEDACARE AT WORK	JPAP07	07/14/2023	DS RAPID 5 BUNDLED/TB QUESTIONNAIRE REVIEW/PHYSICAL FREE FROM COMM DISEASE - N. BROCK	GENERAL	0	194.00
					FUND/PERSONAL SERVICES/HEALTH SERVICES		
					Totals for 84754		194.00
84755	USI EDUCATION & GOVE	JPAP07	07/14/2023	LAMINATING FILM	GENERAL	1012400002	444.01
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM		
84755	USI EDUCATION & GOVE	JPAP07	07/14/2023	LAMINATING FILM	GENERAL	1012400002	150.00
					FUND/CENTRAL SUPPLY ROOM/UNDIFFERENTIATED CURRICULUM		

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
84755	USI EDUCATION & GOVE	JPAP07	07/14/2023	LAMINATING FILM	SPECIAL EDUCATION FUND/GENERAL SUPPLIES/MULTI-CATEGORICAL	1012400002	150.00
						Totals for 84755	744.01
84756	WISCNET	JPAP07	07/14/2023	UTP LICENSES - THIS LINE IS NOT E-RATE ELIBIBLE - FORTIGATE 201F WISCNET FIREWALL ANNUAL SUPPORT SERVICE FEE	GENERAL FUND/ON-LINE COMMUNICATIONS/ADMINISTRATIVE TECHNOLOGY SERV	0	6,340.00
84756	WISCNET	JPAP07	07/14/2023	WISCNET ANNUAL MEMBERSHIP FEE	GENERAL FUND/DUES & FEES MEMBRSHIP/FT FEES/ADMINISTRATIVE TECHNOLOGY SERV	0	2,000.00
						Totals for 84756	8,340.00
202200293	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,739.56
202200293	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,396.06
202200293	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	376.77
202200293	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,739.56
202200293	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,396.06
202200293	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	376.77
						Totals for 202200293	21,024.78
202200307	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,994.40
202200307	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,417.20
202200307	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	465.19
202200307	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	GENERAL FUND/WI RETIREMENT FUND	0	8,994.40
202200307	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/WI RETIREMENT FUND	0	1,417.20
202200307	WISCONSIN RETIREMENT	MAY23W	06/30/2023	Payroll accrual	FOOD SERVICE FUND/WI RETIREMENT FUND	0	465.19
						Totals for 202200307	21,753.58
202200324	EMPLOYEE BENEFITS CO	JPWI06	06/30/2023	BESTFLEX/HRA & POST EMPLOYMENT ADMIN FEES	GENERAL FUND/FLEX PLAN SY20-21	0	134.91
						Totals for 202200324	134.91
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	9,107.95
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	1,501.29

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	SECURITY) FOOD SERVICE	0	530.60
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	2,130.04
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	351.11
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	124.10
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FOOD SERVICE	0	574.00
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	84.24
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	25.00
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME TAX	0	10,022.15
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FOOD SERVICE	0	972.68
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FUND/FEDERAL INCOME TAX	0	278.12
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	2,130.04
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	351.11
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FOOD SERVICE	0	124.10
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	9,107.95
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,501.29
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	530.60
202200328	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	FOOD SERVICE	0	39,446.37
202200329	WEA TAX SHELTERED AN	P9	06/30/2023	Payroll accrual	FUND/FICA (SOCIAL SECURITY)	0	100.00
202200329	WEA TAX SHELTERED AN	P9	06/30/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	175.00
202200329	WEA TAX SHELTERED AN	P9	06/30/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	275.00
202200330	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	Totals for 202200328	0	115.00
202200330	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	5.00
202200330	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME	0	

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202200330	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	TAX GENERAL FUND/STATE INCOME TAX	0	5,532.05
202200330	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	687.97
202200330	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	208.54
					Totals for 202200330		6,548.56
202200332	WEA MEMBER BENEFIT T	P9	06/30/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202200332		40.00
202200333	EMPOWER RETIREMENT	P9	06/30/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202200333		50.00
202200334	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	85.26
202200334	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	19.94
202200334	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	0.00
202200334	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	19.94
202200334	INTERNAL REVENUE SER	P9	06/30/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	85.26
					Totals for 202200334		210.40
202200335	WISCONSIN DEPT OF RE	P9	06/30/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	0.00
					Totals for 202200335		0.00
202200336	DELTA DENTAL OF WISC	JPWI06	06/28/2023	DENTAL CLAIMS & ADMINISTRATION	GENERAL FUND/HEALTH INSURANCE	0	1,039.55
					Totals for 202200336		1,039.55
202200337	DIVERSIFIED BENEFIT	JPWI06	06/30/2023	HRA REIMBURSEMENT	GENERAL FUND/HEALTH INSURANCE	0	1,076.57
					Totals for 202200337		1,076.57
202200339	EMPLOYEE BENEFITS CO	JPWI06	06/29/2023	FSA CLAIMS	GENERAL FUND/FLEX PLAN SY20-21	0	637.28
					Totals for 202200339		637.28
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	5,304.53
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	680.95
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,240.59
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	159.25
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FEDERAL INCOME TAX	0	110.00
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FEDERAL INCOME	0	84.24

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	TAX GENERAL FUND/FEDERAL INCOME	0	5,440.36
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	TAX SPECIAL EDUCATION FUND/FEDERAL INCOME	0	585.70
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	1,240.59
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	159.25
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	5,304.53
202300001	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	680.95
					Totals for 202300001		20,990.94
202300002	WEA TAX SHELTERED AN	P9	07/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	100.00
202300002	WEA TAX SHELTERED AN	P9	07/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	125.00
					Totals for 202300002		225.00
202300003	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	10.00
202300003	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	5.00
202300003	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	3,210.95
202300003	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	374.17
					Totals for 202300003		3,600.12
202300005	WEA MEMBER BENEFIT T	P9	07/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST ADVANTAGE	0	40.00
					Totals for 202300005		40.00
202300006	EMPOWER RETIREMENT	P9	07/14/2023	Payroll accrual	GENERAL FUND/HARTFORD INS - TSA/ROTH	0	50.00
					Totals for 202300006		50.00
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	4,227.24
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	215.55
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	243.70
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	988.65
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	50.41
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL	0	56.99

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SECURITY) GENERAL	0	314.00
					FUND/FEDERAL INCOME TAX		
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	FOOD SERVICE	0	25.00
					FUND/FEDERAL INCOME TAX		
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL	0	4,173.60
					FUND/FEDERAL INCOME TAX		
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION	0	246.69
					FUND/FEDERAL INCOME TAX		
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	FOOD SERVICE	0	133.18
					FUND/FEDERAL INCOME TAX		
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	988.65
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	50.41
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	56.99
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	GENERAL FUND/FICA (SOCIAL SECURITY)	0	4,227.24
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/FICA (SOCIAL SECURITY)	0	215.55
202300007	INTERNAL REVENUE SER	P9	07/14/2023	Payroll accrual	FOOD SERVICE FUND/FICA (SOCIAL SECURITY)	0	243.70
					Totals for 202300007		16,457.55
202300008	WEA TAX SHELTERED AN	P9	07/14/2023	Payroll accrual	GENERAL FUND/WEA TRUST - TSA/ROTH	0	50.00
					Totals for 202300008		50.00
202300009	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	105.00
202300009	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	GENERAL FUND/STATE INCOME TAX	0	2,276.45
202300009	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	SPECIAL EDUCATION FUND/STATE INCOME TAX	0	154.73
202300009	WISCONSIN DEPT OF RE	P9	07/14/2023	Payroll accrual	FOOD SERVICE FUND/STATE INCOME TAX	0	90.30
					Totals for 202300009		2,626.48
202300011	DELTA DENTAL OF WISC	JPWI07	07/12/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	491.00
					Totals for 202300011		491.00
202300012	DELTA DENTAL OF WISC	JPWI07	07/05/2023	DENTAL CLAIMS	GENERAL FUND/SELF FUND-EMPLOYER SHARE PREMI	0	722.97
					Totals for 202300012		722.97
222300289	POPPY, MICHELLE	JPAP06	06/30/2023	SUMMER SCHOOL CLASS SUPPLIES	GENERAL	0	21.26

CHECK NUMBER	VENDOR	BATCH NUMBER	CHECK DATE	INVOICE DESCRIPTION	ACCOUNT DESCRIPTION	PO NUMBER	AMOUNT
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for 222300289		21.26
222300290	SCHUELKE, MEGAN	JPAP06	06/30/2023	REIMBURSE FOR SUMMER SCHOOL MAD SCIENTIST CLASS	GENERAL	0	30.45
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for 222300290		30.45
222300291	STADLER, DANIELLE	JPAP06	06/30/2023	SUMMER SCHOOL CLASS SUPPLIES	GENERAL	0	48.90
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for 222300291		48.90
222300293	UJAZDOWSKI, LUANNE	JPAP06	06/30/2023	SUMMER SCHOOL CLASS SUPPLIES	GENERAL	0	118.28
					FUND/GENERAL		
					SUPPLIES/UNDIFFERENT		
					IATED CURRICULUM		
					Totals for 222300293		118.28
					Totals for checks		642,933.00

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	118,392.16	350.00	438,656.11	557,398.27
21	Special Revenue Trust Fund	56,923.09	0.00	0.00	56,923.09
27	SPECIAL EDUCATION FUND	14,744.06	0.00	6,536.07	21,280.13
50	FOOD SERVICE FUND	4,354.84	0.00	2,976.67	7,331.51
***	Fund Summary Totals ***	194,414.15	350.00	448,168.85	642,933.00

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



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Ryan Peterson, Manawa Board of Education
Fr: Lance Litchfield
Date: 7/14/23
Re: 2023 Fall Coach Recommendations

I am recommending the following for coaches for fall sports pending background checks.

Name	Position	Information
Brad Johnson	Head Coach -Football	Coach Brad Johnson is a returning coach.
Jake Kaczorowski	Assistant Coach - Football	Mr. Kaczorowski is a returning coach.
Nate Ziemer	Assistant Coach- Football	Mr. Ziemer is a returning coach.
Casey Johnson	Assistant Coach - Football	Mr. Johnson is a returning coach.
Tony Decker	8th grade coach - Football	Mr. Decker is a returning coach.
Chad Stroud	7th grade coach - Football	Coach Stroud has coached youth football for a number of years. He also currently serves as our Varsity Baseball coach.

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



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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Tim Spaulding	Volunteer Football Coach	Mr. Spaulding has coached youth football in Manawa for a number of years.
Brandon Buelow	Volunteer Football Coach	Mr. Buelow has coached youth football in Manawa for a number of years.
Zach Kriesel	Volunteer Football Coach	Mr. Kriesel is a returning volunteer coach.
Mason Wiesner	Volunteer Football Coach	Mr. Wiesner is a returning coach.
Brian Elmhorst	Volunteer Football Coach	Mr. Elmhorst is a returning coach.
Dave Neuber	Volunteer Football Coach	Mr. Neuber has coached youth football in Manawa for a number of years.
Tommy Lowney	Volunteer Football Coach	Mr. Lowney has no coaching experience but brings wealth of football knowledge back to his hometown.

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School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

Deion Stroud	Volunteer Football Coach	Mr. Stroud is a recent graduate from Manawa and is looking to get into coaching. Having played for this program his familiarity makes him a valuable asset.
Teri Scherneck	Head Coach - Cross Country	Coach Scherneck will be returning for her third year as head coach.
Bruce Scheller	Assistant Coach - Cross Country	Coach Scheller will be returning as the assistant cross country coach.
Stephanie Steiger	Head Coach - Volleyball	Coach Steiger is a returning coach.
Josh Mader	Assistant Coach (JV) - Volleyball	Coach Mader is a returning coach.
Corrie Ziemer	7th Grade Volleyball Coach	Coach Ziemer is a returning coach
Open Positions Still	JV2 Volleyball 8th Grade Volleyball	

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Book	Policy Manual
Section	Vol. 31, No. 2, Technical Corrections, July 2022
Title	Revised Policy - Vol. 31, No. 2, July 2022 - HOMEWORK
Code	po2330
Status	First Reading
Adopted	October 17, 2016
Last Revised	December 19, 2022

Revised Policy - Vol. 31, No. 2

2330 - HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

'Homework' shall refer to those assignments to be prepared outside of the school by the student () or independently while in attendance at school. ~~[END OF OPTION]~~.

~~The District Administrator shall develop administrative guidelines for the assignment of homework according to these guidelines.~~
The District establishes the following standards for the assignment of homework:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

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Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Code	po3430.01
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 19, 2018

3430.01 - **FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")**

Introduction

In accordance with Federal and State law, the Board of Education will provide family and medical leave to professional District staff. The Board's Family and Medical Leave Act policy is intended to conform to and comply with, but not exceed, the requirements of the Federal Family and Medical Leave Act of 1993 ("FMLA") and the Wisconsin Family and Medical Leave Act ("WFMLA"). To the extent that this policy is ambiguous or conflicts with the FMLA or the WFMLA, the FMLA and the WFMLA will govern.

Family and medical leave taken under this policy may be covered by Federal law, State law, or both. When leave taken by a staff member under this policy is governed by both Federal and State law, the more generous provision will control in the event of a conflict. However, when leaves are governed by State or Federal law, but not both, the applicable law will control under this policy. In this regard, staff members should note that certain leaves may be covered by both State and Federal law for only a portion of the leave. To the extent permitted by law, leave under the FMLA, leave under the WFMLA and leave granted under the Board's other policies will run concurrently (at the same time).

Eligibility Requirements

To be eligible for leave under the FMLA, a staff member must have been employed by the Board for at least twelve (12) months in the past seven (7) years and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the requested leave. All full-time instructional staff members are deemed to meet the 1,250 hour requirement.

To be eligible for leave under the WFMLA, a staff member must have been employed for more than fifty-two (52) consecutive weeks and have worked or been paid for at least 1,000 hours in the preceding fifty-two (52) weeks. The kind and amount of leave available to the staff member under this policy, as well as the staff member's rights during leave, depend upon whether the staff member satisfies the above requirements.

Qualifying Reasons for Leave

The Board provides family and medical leave for eligible staff members under the following circumstances:

- A. for the birth of the eligible staff member's child and to care for a newborn child
- B. for placement with the eligible staff member of a child for adoption or foster care
- C. to care for an eligible staff member's spouse, child or parent with a "serious health condition"

The term "child" generally includes a legal ward or a biological, adopted foster or stepchild. For leaves governed exclusively by the FMLA, the term also includes a son or daughter for whom the staff member has assumed the day-to-day obligations of a parent. A child must be either under eighteen (18) years of age or unable to care for himself/herself due to a physical or mental disability or, for leave under State law only, unable to care for himself/herself due to a serious health condition.

"Parent" includes a staff member's spouse's legal guardian only if the staff member is requesting leave under the WFMLA.

"Spouse" includes a qualified domestic partner for leaves governed by the WFMLA. Domestic partnerships must be registered with the county of residence and proof of such registration may be requested prior to approval of leave. Unregistered domestic partners must demonstrate that they are 1) both over age eighteen (18); 2) not in a domestic partnership or marriage with another individual; 3) they share a common residence; 4) they are not related in any way that would prohibit marriage under Wisconsin law; 5) they consider each other to be immediate family members and agree to be responsible for the other's living expense.

- D. because of a serious health condition that makes the eligible staff member unable to perform the essential functions of his/her position
- E. because of a qualifying exigency resulting from active military service by the employee's spouse, son, daughter, or parent in covered active duty or call to covered active duty in the United States Armed Forces including the National Guard and Reserves

Qualifying exigencies, as defined by Federal regulations, include: 1) short- notice deployment; 2) military events and related activities; 3) childcare and school activities; 4) financial and legal arrangements; 5) counseling; 6) rest and recuperation; (maximum fifteen (15) calendar days); 7) post-deployment activities; 8) caring for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty; and 9) additional activities not encompassed in the other categories, but agreed to by the employer and employee. Covered active duty means deployment with the Armed Forces to a foreign country.

- F. to care for a service member who is the employee's parent, spouse, child or next of kin who, while on active military duty, sustains a serious injury or illness or aggravation of a pre-existing illness or injury while in the line of duty, while on covered active duty in the United States Armed Forces, including the National Guard and Reserves, in the line of duty which renders the service member medically unfit to perform the member's office, grade, rank, or rating

Covered active duty means deployment with the Armed Forces to a foreign country. This leave is also available to care for veterans of the United States Armed Forces, including the National Guard and Reserves, provided the veteran was a service member at any time within the five (5) years prior to the start of the treatment, recuperation or therapy. In accordance with applicable regulations, a veteran's serious injury or illness incurred or aggravated in the line of active duty can also be manifested by: 1) a physical or mental condition with a VA Service Disability Rating of 50% or greater and is the condition precipitating the need for leave; or 2) a physical or mental condition that substantially impairs the ability to secure or substantially follow a gainful occupation, or would do so absent treatment; or 3) an injury, including psychological, for which the veteran has been enrolled in the Dept. of V.A. Program of Comprehensive Assistance for Family Care Givers. Leave is available for up to twenty-six (26) weeks in a twelve (12) month period. This type of leave is available for serious injury or illness which results in:

1. inpatient medical treatment, recuperation or therapy;
2. outpatient services at a military treatment facility or assignment to a unit established for the purpose of providing command and control of service members receiving outpatient medical services; or
3. assignment to the temporary disability retired list.

The maximum twenty-six (26) weeks of Federal leave to care for a service member includes, and is not in addition to, all other FMLA leave. In other words, employees may not take more than a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period for any qualifying reasons under the FMLA. For instance, if an employee takes the maximum twelve (12) weeks of Federal FMLA leave for his/her own serious health condition, the employee may then only take fourteen (14) weeks of FMLA leave within that same twelve (12) month period to care for a military family member injured in the line of duty.

The District Administrator will determine whether an employee's request for leave qualifies under one (1) of the above categories.

Amount of Leave Available

Under the FMLA, if the staff member satisfies the eligibility requirements set forth above, ~~s/he~~ **the staff member** is entitled to a total of twelve (12) work weeks of leave in a calendar year for any of the reasons stated above, with the exception of leave to care for an injured service member, which is provided as described in (F) above.

Under the WFMLA, if the staff member satisfies the eligibility requirements set forth above, ~~s/he is~~ **they are** entitled to ten (10) work weeks of leave in a calendar year as follows:

- A. a total of six (6) weeks of leave for the birth of ~~his/her~~ **their** natural child and/or the placement of a child with the staff member for, or as a precondition to, adoption;
- B. a total of two (2) weeks of leave to care for a covered family member with a serious health condition; and
- C. a total of two (2) weeks of leave due to the staff member's serious health condition.

Board policy calls for concurrent Federal/State leave coverage whenever a staff member is eligible for leave under both the FMLA and WFMLA to the extent available under the law. All periods of absence from work due to or necessitated by USERRA-covered service is counted in determining an employee's eligibility for FMLA leave.

Definitions of Serious Health Conditions

In conjunction with the certification provided by a healthcare provider, the Board reserves the right to determine whether an illness, injury, impairment or physical or mental condition constitutes a serious health condition entitling a staff member to family or medical leave under State or Federal law.

In general, a "serious health condition" under this policy means an illness, injury, impairment, or physical or mental condition that involves one (1) of the following:

A. Hospital Care

Inpatient care (i.e., an overnight stay) in a hospital or other care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

B. Absence Plus Treatment

A period of incapacity of more than three (3) consecutive calendar days* (including any subsequent treatment or period of incapacity relating to the same condition), that also involves:

1. treatment two (2) or more times by a healthcare provider, a nurse, physician's assistant or physical therapist under a healthcare provider's supervision, order or referral as appropriate within thirty (30) days of the first date of incapacity; or
2. treatment by a healthcare provider on at least one (1) occasion which results in a regimen of continuing treatment under the supervision of the healthcare provider and occurs within seven (7) days of the first day of incapacity.

*Under the WFMLA, leave may also be available for a "serious health condition" of less than three (3) consecutive days in duration.

C. Pregnancy

Any period of incapacity due to pregnancy, or for prenatal care.

D. Chronic Conditions Requiring Treatment

A chronic condition which:

1. requires periodic visits of at least two (2) times per year for treatment by a healthcare provider, or by a nurse or physician's assistant under a healthcare provider's supervision;
2. continues over an extended period of time (including recurring episodes of a single underlying condition); and
3. may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

E. Permanent/Long-Term Conditions Requiring Supervision

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The staff member or his/her/their family member must be under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider (e.g., Alzheimer's disease, a severe stroke, or the terminal stages of a disease). The continued existence of such a chronic condition is subject to certification no more than once every six (6) months.

F. Multiple Treatments (Non-Chronic Conditions)

Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three (3) consecutive calendar days in the absence of medical intervention or treatment, including: cancer (chemotherapy, radiation, etc.); severe arthritis (physical therapy); or kidney disease (dialysis).

Required Staff Member Notice

The staff member must provide the District Administrator with notice in a reasonable and practicable manner before leave taken under this policy is to begin, if the need for leave is foreseeable (e.g., an expected birth, placement or adoption or foster care, or planned medical treatment for the staff member's own serious health condition or that of a family member). When requesting partial or intermittent leave in connection with childbirth or adoption under the WFMLA, the staff member must provide at least as much notice as required for taking other non-emergency or non-medical leave, as well as a definite schedule for the leave. Where advance notice is not practical due to uncertainty as to the time leave will be required to begin, a change in circumstances or a medical emergency, notice must be given as soon as practical. Leave will be accounted for in increments no greater than the smallest increment used for other similar leaves but in no event greater than one (1) hour increments. Leave entitlement will not be reduced by more than the amount of leave actually taken.

Staff members must provide an explanation as to why proper advance notice was not provided in such cases and may be required to verify the explanation. Notice that was not provided in a timely manner or/and without reasonable explanation may result in the denial of the leave request.

The staff member must provide a written request for leave, the reasons for the requested leave, and the anticipated beginning date and duration of the leave by submitting a FMLA leave request form to the District Administrator (forms available from the U.S. Department of Labor).

When planning medical treatment, the staff member should consult with his/her the staff member's supervisor and make a reasonable effort to schedule the leave so as not to disrupt unduly the District's operations, after approval of the staff member's healthcare provider. The staff member is ordinarily expected to consult with his/her their supervisor in order to work out a treatment schedule that best suits his/her needs, as well as the District's.

If a staff member must take more leave than originally anticipated, s/he the staff member must notify the District Administrator within two (2) business days of learning of the circumstances necessitating the extension.

Certification By Healthcare Provider

If a staff member requests leave due to his/her their own serious health condition or the serious health condition of his/her the staff member's spouse, child or parent, the Board requires that the leave request be supported by certification issued and signed by the healthcare provider for the individual with a serious health condition. For service member leave, any certification permitted under 29 C.F.R. 825.310 shall be allowed. The Board reserves the right to certify all information permitted by law.

The staff member must provide the fully completed certification to the District Administrator within fifteen (15) calendar days of the date that the certification is provided to the staff member unless it is not practicable to do so despite the staff member's diligent, good faith efforts. If it is not practicable to return the certification within fifteen (15) calendar days, it must be returned to the District Administrator as soon as practicable.

If the staff member fails to submit the certification, the leave or continuation of leave may be delayed until the certification is submitted. Further, any absence prior to the date the certification is furnished may be considered unauthorized. A staff member who is absent without authorization may be disciplined, up to and including termination.

The District Administrator will give a staff member a reasonable opportunity to cure any deficiency in a certification, but not fewer than seven (7) calendar days. It is the responsibility of the staff member or family member with a serious health condition to use a healthcare provider who will complete and furnish an accurate certification in a timely manner.

A member of the administration, other than the staff member's direct supervisor, may contact the healthcare provider to clarify illegible answers and to authenticate the certification. If the certification is incomplete or otherwise unclear, the administrator must request that the employee obtain updated or completed information from the health care provider and return it directly to the administrator.

If the District Administrator doubts the validity of a certification, the District Administrator may require, at the Board's expense, that the staff member obtain a second opinion from a Board-designated provider, not regularly employed by the Board. If the opinions of the staff member's and the Board's healthcare providers differ, a third, final and binding opinion may be obtained. The staff member must cooperate in obtaining a second or third opinion including facilitating the transfer of pertinent records to the subsequent healthcare providers.

The District Administrator may request re-certifications on a periodic basis as permitted by law.

Designation of Leave

In all circumstances, it is the responsibility of the District Administrator to designate leave, whether paid or unpaid, as FMLA leave and to give the staff member notice of the designation and his/her rights and responsibilities under this policy.

The District Administrator will give the staff member the notice on each occasion that s/he notifies his/her supervisor of the need for leave that may be FMLA-qualifying, including, but not limited to, when the staff member requests another type of leave for an FMLA-qualifying reason. In the case of intermittent or reduced schedule leave, only one notice will be provided unless the circumstances regarding the leave have changed.

Absent extenuating circumstances, the District Administrator will provide to the employee a "Designation Notice" stating whether a request for leave has been approved or denied within five (5) business days. At a minimum, the staff member will be verbally notified whether leave is being designated as FMLA leave within five (5) business days of the date the staff member provides information to the District Administrator sufficient to enable him/her to determine that the leave is being taken for an FMLA-qualifying reason.

The District Administrator will confirm the verbal notice with the written notice as soon as feasible, but no later than the first payday following the verbal notice (unless the payday is less than one (1) week after the verbal notice, in which case the notice must be no later than the subsequent payday).

Manner In Which Leave Can Be Taken

Leave available under this policy may be taken in full and, under certain circumstances, may also be taken intermittently or on a reduced leave schedule. Intermittent leave is leave taken in separate blocks of time due to a single qualifying reason. Reduced schedule leave is leave that reduces the usual number of working hours per day or week. The staff member must consult with his/her supervisor and make a reasonable effort to schedule intermittent or reduced schedule leave so it does not unduly disrupt the District's operations.

When leave is governed only by the FMLA, intermittent or reduced schedule leave to be with the employee's newborn child, or after the placement of a child with the employee for adoption or foster care, requires the District's agreement, unless the intermittent or reduced schedule leave is due to a serious health condition. Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

Intermittent or reduced schedule leave due to a serious health condition must be medically necessary. Medically necessary means that there must be a medical need for the leave and the leave can be best accommodated through an intermittent or reduced leave schedule, as certified by the healthcare provider in the Certification.

When leave is governed only by the FMLA, the District Administrator may offer a staff member a temporary transfer to another position for which s/he is they are qualified with equivalent pay and benefits that better accommodates the intermittent or reduced schedule leave when the need for leave is foreseeable based on planned medical treatment or the staff member takes such leave for the birth of a child or for placement of a child for adoption or foster care. The staff member may reject this offer in which case there will be no adverse effect on the leave or entitlement to return to the same or similar position following leave. Any time spent by the staff member in an alternative position will not count against the employee's FMLA leave entitlement.

Instructional staff members (i.e. individuals whose principal function is to teach and instruct students in a class, a small group, or an individual setting) who request intermittent leave or a reduced-leave schedule governed only by the FMLA, which would exceed twenty percent (20%) of the total number of working days over the period of anticipated leave, must elect either to:

- A. take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- B. transfer temporarily to an available alternative position offered by the District Administrator for which the instructional staff member is qualified, and that has equivalent pay and benefits and that better accommodates the recurring periods of leave than the staff member's regular position.

The District Administrator may require instructional staff members who take Federal leave near the end of an academic term to extend their leave through the end of the academic term if:

- A. the leave is commenced more than five (5) weeks from the end of the term but the employee intends to return during the final three (3) weeks of the term and the leave is longer than three (3) weeks in duration;
- B. the leave is commenced within five (5) weeks of the end of the term and the employee intends to return during the final two (2) weeks of the term and the leave period was at least two (2) weeks in duration; or
- C. the leave commences within three (3) weeks of the end of a term and the leave was at least five (5) working days in duration.

Staff members whose leave is extended at the end of an academic term under this section will be charged against their FMLA entitlement only the time that they required for purposes of their leave.

Coordinating Leaves - Substitution

Generally, leave taken under this policy is unpaid. However, for leave governed exclusively by the FMLA, the staff member must use the following leaves provided by the Board, if available:

- A. vacation or personal leave, if available, for any family or medical leave;
- B. accrued paid family leave (i.e., paid leave covering the particular circumstances for which the staff member is seeking leave), if available, for birth, adoption, or to care for a seriously ill family member; and
- C. accrued paid medical or sick leave, if available, to care for a seriously ill family member, or for the staff member's own serious health condition.

A staff member may not substitute paid leave for unpaid FMLA leave taken under this policy in any situation where the Board would not normally provide such paid leave.

For leaves governed by the WFMLA, a staff member may substitute paid or unpaid leave, which s/he have earned and accrued, for leave taken under this policy, if available. The Board reserves the right to deny substitution as permitted by law.

Any paid leave substituted for unpaid FMLA leave or WFMLA leave will decrease, in whole or in part, the staff member's FMLA and/or WFMLA leave entitlement.

Continuation of Benefits

A staff member will remain eligible for group health insurance benefits under the Board's group health plan during leave taken under this policy under the same conditions as coverage would have been provided if the staff member had been actively employed during the entire leave. However, the staff member has the option of choosing not to retain such coverage during family or medical leave.

During leave taken under this policy, the Board will continue to pay any portion of group health insurance premiums for coverage that it was responsible for paying immediately prior to the leave as required by law. The staff member will be responsible for paying his/her/their portion of health insurance premiums regardless of whether his/her/the staff member's family and medical leave is paid or unpaid. It is the staff member's responsibility to make arrangements with the District Administrator for making premium payments for group health insurance during leaves.

To the extent permitted by law, the Board reserves the right to require the staff member to place up to eight (8) weeks of health insurance premiums in escrow prior to leave, or to discontinue coverage if such premiums are received more than thirty (30) days late.

The staff member's entitlement to benefits other than group health benefits during a period of family or medical leave is determined by the Board's policy regarding provision of such benefits when a staff member is on other types of leave.

If a staff member fails to return to work or fails to remain at work for a period provided under the law, the District may recover its portion of the premiums paid for medical benefit coverage during the leave, unless the reason for the staff member's failure to return to work is due to the continuation of the serious health condition or the onset of a new serious health condition.

Accrual of Benefits

The use of leave under this policy will not result in the loss of any employment benefit that accrued prior to the start of the staff member's leave. A staff member will not continue to accrue or any employment benefit during leave taken under this policy, except that such benefit shall accrue if the staff member elects to use other leaves provided by the Board and if such benefits would normally accrue during such leave.

Employment Restoration

A staff member will generally be reinstated to the same position s/he held when leave began or a position with equivalent pay, benefits, and other terms and conditions of employment, if such position remains available, and the staff member possesses the ability to perform the essential functions of the job satisfactorily, with or without any accommodation that may be required by the Americans With Disabilities Act of 1990. The staff member, however, has no greater right to reinstatement or benefits than if s/he had been actively employed during the leave. Furthermore, if the staff member gives unequivocal notice of intent not to return to work, s/he is/they are not entitled to be reinstated.

A staff member who exceeds his/her FMLA/WFMLA leave, but remains off work under a non-FMLA/WFMLA leave policy, is not entitled to reinstatement to the same or a similar position under the FMLA/WFMLA; however, the staff member may be eligible to be reinstated under the non-FMLA/WFMLA leave policy.

A staff member who is able to return to work prior to the expiration of leave must notify his/her/the staff member's supervisor immediately. Upon such notice, the District Administrator will promptly reinstate the staff member to active employment, provided s/he has/they have the present skill and ability to perform the essential functions of his/her/the staff member's job satisfactorily with or without accommodation. However, the reinstatement need not occur until the third business day following the staff member's notification of his/her ability to return to work.

Fitness For Duty Certification

If leave is due to the staff member's serious health condition, s/he/they must present certification to return to work to his/her/the staff member's supervisor upon returning to work. The staff member's principal attending physician must complete the certification. The certification must indicate that the staff member has been released to return to work. It must also specify any physical or other limitation on the staff member's ability to perform regular or other duties and the duration of the limitations. No certification will be required when the staff member returns from intermittent leave, except as otherwise permitted or required by the Americans With Disabilities Act of 1990.

The certification will be limited to the particular health condition that caused the staff member's need for leave, except as otherwise permitted by the Americans With Disabilities Act of 1990. If the staff member is an "individual with a disability" within the meaning of the ADA, any fitness-for-duty physical examination or inquiry by the District will be job-related and consistent with business necessity.

Reinstatement may be delayed until the staff member submits the certification. Under such circumstances, if the staff member does not promptly provide a certification or qualify for another leave of absence, s/he/the staff member may be disciplined, up to and including termination.

With the staff member's permission, the Board's healthcare provider may contact the staff member's healthcare provider to clarify and authenticate the certification, but no additional information may be requested or required, and the staff member's return to work may not be delayed while the contact is being made. No second or third fitness for duty certification may be required.

Confidentiality

All medical information relating to leave, whether written or verbal, shall be kept confidential to the maximum extent possible. All medical documents including, but not limited to, medical certifications and return-to-work statements must be maintained in confidential, secure files separate from personnel files.

No Discrimination

Leave under this policy will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions or under attendance policies.

Miscellaneous

The District Administrator may designate another administrator to perform ~~his/her~~their duties under this policy.

A staff member who fraudulently obtains leave under this policy is not protected by this policy's job restoration or maintenance of health benefits provisions.

The District Administrator shall see that the policy is posted properly.

The District Administrator shall provide a copy of the policy upon the request of a staff member.

Revised 12/18/17

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Legal 29 U.S.C. 2601 et. seq.
 29 C.F.R. Part 825
 103.10, Wis. Stats.
 Wis. Admin. Department of Workforce Development (DWD) 225
 National Defense Authorization Act of 2010

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	CREATING A POSITION
Code	po3111
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 18, 2019

3111 - **CREATING A POSITION**

The Board of Education recognizes the need to establish positions that, when filled by competent, qualified professional staff members, will assist the District in achieving the education goals set by the Board. The District employs only persons authorized to work in the United States.

The District Administrator shall verify all new full-time and part-time employees' identity and authorization to work in the United States according to Federal law.

The Board reserves the right to create new positions; specify the number of persons to be employed with each job category; and set the initial salary subject to the staffing program change process.

The Board shall, upon the advice of the District Administrator, consider the advisability of creating a new position or of increasing the number of professional staff members in an existing position.

The Board delegates the right to fix and prescribe the duties of support staff to the District Administrator.

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Legal Immigration Reform and Control Act of 1986
8 U.S.C. 1255a

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	BOARD-STAFF COMMUNICATIONS
Code	po3112
Status	First Reading
Adopted	May 16, 2016
Last Revised	March 15, 2021

3112 - **BOARD-STAFF COMMUNICATIONS**

The Board of Education has a legitimate interest in maintaining order and facilitating the efficient resolution of concerns by directing that employee communications to the School Board move initially through the School District of Manawa Organizational System as found in the employee handbook as per the student information system. Employees are expected to follow the established organizational system.

It is expected that the District Administrator will communicate personnel concerns to the Board in a timely fashion.

Revised 5/18/16
 Revised 5/18/16
 T.C. 3/15/21

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Legal Garcetti v. Ceballos, 547 U.S. 410 (2006)
 Samuelson v. LaPorte Comm. Sch. Dist., 526 F.3d 1046 (7th Cir. 2008)

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYMENT OF STAFF
Code	po3120
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 17, 2022

3120 - EMPLOYMENT OF PROFESSIONAL STAFF

The Board of Education recognizes that positions be filled with highly-qualified and competent personnel are vital to the successful operation of the District.

All employees other than the District Administrator are considered Professional Staff Members (Policy 0100 – Definitions) or support staff members (Policy 0100 – Definitions) ~~are considered professional employees.~~

Professional Staff

The Board of Education shall approve the employment, fix the compensation, and establish the term of employment for each professional staff member employed by this District. Teachers, governed by Wis. Stat. 118.22 and administrators, governed by Wis. Stat. 118.24, may only be employed by contract and only following majority vote of the full membership of the Board or as required or permitted by law.

Support Staff

The Board of Education shall approve the employment and fix the compensation for each support staff member employed by this District.

General Provisions for Professional and Support Staff

The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."

Such approval shall be given only to those candidates for employment recommended by the District Administrator.

When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.

All applications for employment shall be referred to WECAN or the District Office.

Relatives of Board Members may be employed by the Board. If the Board Member benefits financially either directly or indirectly, the Board Member may not participate in any way in the discussion or vote on any matter relating to said employment.

Relatives of staff members may be employed by the Board. The newly employed staff member shall not be placed in a position in which s/he will be supervised directly by, or supervise directly, his/her relative.

Any ~~professional~~ staff member's intentional misstatement of fact pertaining to ~~his/her~~ **the applicant's** qualifications for employment or the determination of salary shall constitute grounds for dismissal by the Board.

The employment of ~~professional~~ staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in the educational program **or District operations**, except as prohibited by law, including the employment of full-time teachers and certain administrative employees on a substitute basis, pending Board approval. Employment shall be recommended to the Board at the next regular meeting.

No candidate for employment as professional staff shall receive recommendation for such employment without having proffered visual evidence of proper certification or application for such certification. For staff members instructing children in reading and/or language arts, pre-school and/or grades kindergarten through sixth grade, their certificate must verify successful completion of instruction that includes the teaching of phonics. **For each candidate, a satisfactory background check will be conducted by the Department of Public Instruction or appropriate State agency, as well as compliance with District background check procedures to include local, State, and Federal sources of information.**

When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures to include local, State, and Federal sources of information.

~~For each candidate, a satisfactory background check will be conducted by the Department of Public Instruction or appropriate State agency.~~

Any person who signs a contract to teach in the District must, within ten (10) days after signing the contract, file in the office of the District Administrator a statement showing the date of expiration and the grade and character of the certificate or license held.

The District Administrator shall prepare procedures for the recruitment and selection of all ~~professional~~ staff that includes reporting newly hired employees to the Wisconsin Department of Workforce Development.

DISTRICT SUPPORTED ALTERNATIVE LICENSING PROGRAMS

As part of the Board's efforts to provide the highest quality education for all students in all subject areas, the Board authorizes the District Administrator, where appropriate, to support teacher licensure opportunities.

EXPERIENCED-BASED LICENSURE FOR TECHNICAL AND VOCATIONAL EDUCATION

"Technical education" means technology education and any technology-related occupation.

"Vocational education" means agriculture, child services, clothing services, food services, housing and equipment services, family and consumer education, family and consumer services, home economic-related occupations, health care-related occupations, trade specialist, business education, business and office, and marketing education.

The District Administrator may support the application for an experience-based license for a teacher to teach in a technical and/or vocational education field, provided that the individual can be credited with at least 100 points using the following system:

A. The following points for experience in a technical field (must comprise at least twenty-five (25) of the required 100 points):

1. For a bachelor's degree in any science, technology, engineering, or mathematics field and any teaching license or permit, or in a field related to the vocational subject, 100 points.
2. For a bachelor's degree in any science, technology, engineering, or mathematics field, or in a field related to the vocational subject seventy-five (75) points.
3. For a bachelor's degree in a field other than those described in numbers 1. and 2., above, any science, technology, engineering, mathematics, or technical or technology education field, sixty-five (65) points.
4. For industry or vocational certification, ninety (90) points.
5. For industry experience in a trade or technical field or vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.
6. For an internship in a trade or technical field or in the vocation, twenty-five (25) points.
7. For being mentored in a trade or technical skill or in the vocation by a colleague or a Wisconsin Technology Education Association or a recognized vocational association approved mentor, twenty-five (25) points.
8. For an apprenticeship in a trade or technical field or in the vocation, five (5) points per forty (40) hours worked up to a maximum of ninety (90) points.

B. The following points for pedagogical experience (must be at least twenty-five (25) out of the 100 required points):

1. For a bachelor's degree in technical or technology education, 100 points.

2. For a bachelor's degree in a field other than any science, technology, engineering, mathematics, or technical or technology education field, or in a subject related to the vocation and any teaching license or permit, seventy-five (75) points.
3. For credit earned at an accredited institution of higher education or technical college, three (3) points per credit up to a maximum of seventy-five (75) points for technical or technology education courses and science, technology, engineering, or mathematics courses or any field related to the vocation and three (3) points per credit up to a maximum of seventy-five (75) points for education and pedagogical courses.
4. For completing at least 100 hours of training in pedagogy, five (5) points per fifty (50) hours up to a maximum of seventy-five (75) points.

Individuals that have sufficient points may be employed by the District under an experience-based license provided that the District Administrator implements a professional development curriculum for the teacher to follow during the three (3) year period of the initial license. The District Administrator shall monitor the teacher's progress in fulfilling the curriculum.

PROFESSIONAL TEACHING PERMIT

The District Administrator may support the teaching license application of an individual to teach a course in engineering, mathematics, science, computer science, art, music, or world languages that do not yet hold a professional teacher license provided that the following criteria are met:

- A. The District is experiencing a shortage in the availability of teachers with professional teaching certification in the subject area and is unable to fill a position with an acceptable licensed teacher.
- B. The individual holds at least a bachelor's degree in engineering, mathematics, science, computer science, art, music, or world languages.
- C. The individual possesses at least five (5) years of verifiable industry experience in the same field as the bachelor's degree.
- D. The individual has completed at least 100 hours of pedagogical training in an alternative teacher licensing program approved by DPI.
- E. The District Administrator shall implement a plan to provide supervision of the teacher by a teacher that holds regular professional teaching licensure during the two (2) year period of the permit.
- F. The hiring of the teacher under this alternative licensure program will not displace a regularly licensed teacher in the District.

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- A. Completed two (2) years study at an institution of higher education; or
- B. Obtained at least an associates degree; or
- C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:
 1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or
 2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.

Existing paraprofessionals – All current paraprofessionals working for a Title I supported program must:

- A. Have a secondary school diploma or its recognized equivalent;
- B. Meet the requirements for newly hired paraprofessionals as described above.

Exceptions – These requirements do not apply to a paraprofessional:

- A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or
- B. Whose duties consist solely of conducting parental involvement activities.

Paraprofessional duties – Paraprofessionals working for a Title I supported program may be assigned to:

- A. provide one-on-one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;
- B. assist with classroom management, such as organizing instructional and other materials;

- C. provide assistance in a computer laboratory;
- D. provide support in a library or media center;
- E. conduct parental involvement activities;
- F. act as a translator;
- G. provide instructional services to students, if working under the direct supervision of a teacher;
- H. perform limited duties beyond classroom instruction.

Revised 8/22/16
Revised 7/17/17
Revised 11/19/18
Revised 7/22/19

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Legal 118.191, Wis. Stats.
 118.192, Wis. Stats.
 118.21, Wis. Stats.
 118.22(2), Wis. Stats.
 118.24, Wis. Stats.
 121.02, Wis. Stats.
 Wis. Admin. Code P.I. 34

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	JOB DESCRIPTIONS
Code	po3120.01
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 16, 2020

3120.01 - **JOB DESCRIPTIONS**

The Board of Education recognizes that it is essential for District and employee accountability for each staff member to be fully aware of the duties and responsibilities of his/her position.

District Administrator

The job description of the District Administrator shall be included in the Board policy manual.

Professional Staff

Job descriptions document and describe the essential functions for professional staff positions and thereby promote organizational effectiveness and efficiency. Therefore, the District Administrator shall maintain a current, comprehensive, and coordinated set of job descriptions for professional staff positions.

Job descriptions of licensed personnel, and any revisions thereof, shall be approved by the Board and maintained in the District Office.

Support Staff

All job descriptions of support staff will be approved by the District Administrator and will be maintained in the District Office.

General Provisions

As long as the provisions of the job descriptions are not inconsistent with Board policies, or with Federal/State law, they will be considered to be an extension of the policy manual and binding upon all employees.

Each job description shall contain the following provision:

'The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.'

Employees will be evaluated, at least in part, against their job descriptions.

Each job description shall include a statement that reserves authority to the District Administrator to assign additional duties and responsibilities as necessary within the scope of the employment position.

Following the revision of a job description, staff members who hold the positions for which the essential functions are described in that revised job description shall be provided access to the updated version and the opportunity to discuss the revisions therein with their immediate supervisor.

In addition, the District Administrator shall prepare administrative guidelines necessary for the proper implementation of this policy.

Revised 7/17/17

Revised 12/18/17
T.C. 11/16/2020

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYMENT OF SUBSTITUTES
Code	po3120.04
Status	First Reading
Adopted	May 16, 2016
Last Revised	December 19, 2022

3120.04 - EMPLOYMENT OF SUBSTITUTES

The Board of Education recognizes the need to procure the services of substitutes in order to continue the operation of the schools as a result of the absence of regular personnel. This policy does not apply to regular contracted teachers hired to serve as permanent substitute teachers and whose employment is governed by Policy 3120 - Employment of Professional Staff.

The District Administrator shall make appropriate arrangements to assure the availability of substitutes for assignment as services are required to replace temporarily-absent regular staff members and temporarily fill new positions. Such assignment of substitutes may be terminated, including permanent removal from the substitute teaching roster, when their services are no longer required or for other reasons as determined by the District Administrator that are not arbitrary, capricious, or discriminatory.

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

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

A substitute employed for more than ten (10) consecutive days in the same professional position shall be paid a salary not less than the current beginning teacher base wage.

A substitute shall be paid a minimum of a half-day (1/2) pay once the substitute is called.

Prior to the end of the school year, District-employed substitutes, who the District intends to employ for the ensuing school year, will receive a letter of reasonable assurance of continued employment.

Revised 11/19/18
Revised 11/16/20

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Legal 118.19, Wis. Stats.
P.I. 34.109, Wis. Adm. Code

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS
Code	po3120.06 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	August 22, 2016

3120.06 - **SELECTING STUDENT TEACHERS/ADMINISTRATIVE INTERNS**

The Board of Education encourages cooperation with State-approved colleges and universities in the training of student teachers and administrative interns, because the public school offers an essential ingredient: direct experience with students and teachers at work in the classroom. Certain safeguards however, are necessary for the best interests of all concerned.

Colleges and universities should first make contact with the District Administrator regarding placement of a student teacher or administrative intern.

The District Administrator shall make the final placement of student teachers or administrative interns.

Professional staff members who agree to serve as supervisors of student teachers or administrative interns may accept honoraria or stipends directly from the college/university for those services rendered outside the regular school day and above and beyond the duties and responsibilities specified in their contracts.

The Board also authorizes the District Administrator to provide, in cooperation with appropriate colleges and universities, a "field experience" program in order for selected interns to gain first-hand knowledge of, and experience in, a school environment.

The District Administrator may terminate a teaching program if one (1) or more aspects of the program are not of high quality or meeting District needs or expectations.

The District Administrator shall establish appropriate terms and conditions for videotaping or compiling portfolio materials by student teachers within the District.

Revised 8/22/16

Legal	118.19(3), Wis. Stats. P.I. 3.03(7), Wis. Adm. Code
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Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYMENT OF RESOURCE PERSONNEL
Code	po3120.07 - No Revision
Status	First Reading
Adopted	May 16, 2016

3120.07 - **EMPLOYMENT OF RESOURCE PERSONNEL**

It is the purpose of this policy to allow the employment of personnel in a consulting capacity for administration, in-service, or instruction.

In the general fund of the Board of Education, money is appropriated annually for personal services. This might include resource persons in specialized fields of education that could offer consulting advice on the administration or instructional processes. The District Administrator shall negotiate a reasonable payment with the resource person.

Specialists from industry, business, agriculture, legal, or health occupation fields may be employed in a consulting capacity to assist with program planning, in-services, or directly in the instructional program. Professional staff members employed by the District may be used as resource personnel, outside of their regular assignment, at the discretion of the District Administrator.

The District Administrator shall prepare administrative guidelines to ensure proper implementation of this policy.

Revised 5/16/16

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
Code	po3120.08
Status	First Reading
Adopted	May 16, 2016

3120.08 - EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

The Board of Education may find it necessary to employ, on a part-time basis, coaches or activity sponsors. Employment of coaches in sports governed by the WIAA shall be consistent with WIAA rules and guidelines.

~~Is this true and would it apply to support staff?~~

Members of the district professional staff will be afforded first opportunity for coaching positions, provided they are qualified for the position.

The District Administrator shall require that each person employed as a coach or activity sponsor has the appropriate qualifications, has been properly interviewed, and signs a co-curricular appointment letter that specifies the assignment and the stipend associated with the assignment. Any such appointment may be terminated at the recommendation of the District Administrator to the Board for any reason that is not arbitrary or capricious. There must also be verification that the District through appropriate State agencies or other applicable means has conducted a satisfactory background check.

Coaching/advisory duties accepted by a member of the teaching staff or administrative staff shall not be incorporated into the staff member's regular teaching or administrative contract. There shall be no guarantee or reasonable expectation that a coach/advisor will receive an offer to coach/advise in the same position the following school year. Compensation for coaching/advising duties shall be determined by the Board.

Nonrenewal procedures are not applicable to coaching/advising assignments.

Any coach/advisor not offered similar duties in any subsequent year may not pursue a grievance through Policy 3340 – Grievance Procedure.

Revised 5/16/16

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	JOB SHARING
Code	po3120.10 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 16, 2020

3120.10 - JOB SHARING

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

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

The District will consider job share requests that are in the District's best interests considering the educational program, and whether the cost (including benefits) of employing two (2) staff members on a part-time basis exceeds the cost of employing one (1) full-time staff member.

Entry into the program shall be voluntary. Assignment openings shall be available to professional staff who jointly submit a written proposal to share a position. Application does not mean automatic approval.

The District Administrator may consider job-sharing arrangements that he/she determines to be educationally consistent with the philosophy and objectives of the District.

Job sharing rationale include:

- A. health reasons that are substantiated by a physician;
- B. child-rearing for a specified length of time;
- C. continuance of education; or
- D. any other reason at the discretion of the District Administrator.

In order to avoid any inconsistency, misunderstanding, or disagreement, job-sharing arrangements shall be made in accordance with established guidelines.

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

T. C. 11/19/18

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	Copy of EMPLOYMENT OF SUPPORT STAFF
Code	po3120A - Delete; Combined into 3120
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 17, 2022

~~3120A~~ **EMPLOYMENT OF SUPPORT STAFF**

~~The Board recognizes that it is vital to the successful operation of the District that positions created by the Board be filled with qualified and competent support staff.~~

~~All employees other than the District Administrator or Professional Staff Members (Policy 0100 — Definitions) are considered Classified or Support Employees.~~

~~The Board shall approve the employment and fix the compensation for each support staff member employed by this District.~~

~~The District Administrator shall provide a description of the work schedule, hours of work per week, a determination of whether the employee is exempt or non-exempt for purposes of overtime eligibility (See Policy 6700). For non-exempt employees, there shall be a clear statement in the job description and employee handbook which states the following: "No non-exempt employee may perform work for the District outside of his/her regular schedule without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment," and for overtime eligible employees, there shall be a clear statement in the job description and employee handbook which states the following: "No overtime eligible employee may perform overtime work for the District without prior supervisory approval. Violations of this requirement will result in disciplinary action, up to and including termination from employment."~~

~~Such approval shall be given only to those candidates for employment recommended by the District Administrator.~~

~~When any recommended candidate has been rejected by the Board, the District Administrator shall make a substitute recommendation.~~

~~All applications for employment shall be referred to the District Office.~~

~~Relatives of Board Members may be employed by the Board, provided the Board Member does not participate in any way in the discussion or vote on any matter related to said employment.~~

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

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

~~The employment of support staff members prior to approval by the Board is authorized when their employment is required to maintain continuity in District operations. Employment shall be recommended to the Board at the next regular meeting.~~

~~When appropriate, no candidate for employment as a support staff member shall receive recommendation for such employment without having proffered visual evidence of proper certification, when appropriate, or that application for such certification is in process. There must also be verification that a satisfactory background check has been conducted in compliance with District procedures to include local, State, and Federal sources of information.~~

~~The District Administrator shall prepare procedures for the recruitment and selection of all support staff that include reporting newly hired employees to the Wisconsin Department of Workforce Development.~~

REQUIREMENTS FOR TITLE I PARAPROFESSIONALS

All paraprofessionals hired for a Title I supported program must have a secondary school diploma or its recognized equivalent and one of the following:

- ~~A. Completed two (2) years study at an institution of higher education; or~~
- ~~B. Obtained at least an associates degree; or~~
- ~~C. Met a rigorous standard of quality and demonstrate through formal State or local academic assessment:

 - ~~1. knowledge of and the ability to assist in instructing, reading, writing and mathematics; or~~
 - ~~2. knowledge of and the ability to assist in instructing, reading readiness, writing readiness and mathematics readiness, as appropriate.~~~~

Existing paraprofessionals — All current paraprofessionals working for a Title I supported program must:

- ~~A. Have a secondary school diploma or its recognized equivalent;~~
- ~~B. Meet the requirements for newly hired paraprofessionals as described above.~~

Exceptions — These requirements do not apply to a paraprofessional:

- ~~A. Who is proficient in English and a second language and serves as a translator primarily to enhance the participation of children in Title I programs; or~~
- ~~B. Whose duties consist solely of conducting parental involvement activities.~~

Paraprofessional duties — Paraprofessionals working for a Title I supported program may be assigned to:

- ~~A. provide one on one tutoring for eligible students during times when the teacher would not otherwise be instructing the student;~~
- ~~B. assist with classroom management, such as organizing instructional and other materials;~~
- ~~C. provide assistance in a computer laboratory;~~
- ~~D. provide support in a library or media center;~~
- ~~E. conduct parental involvement activities;~~
- ~~F. act as a translator;~~
- ~~G. provide instructional services to students, if working under the direct supervision of a teacher;~~
- ~~H. perform limited duties beyond classroom instruction.~~

Revised 5/16/16

Revised 7/17/17

T.C. 3/15/21

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS
Code	po3121
Status	First Reading
Adopted	May 16, 2016
Last Revised	December 19, 2022

3121 - **CRIMINAL HISTORY RECORD CHECK AND EMPLOYEE SELF-REPORTING REQUIREMENTS**

Criminal History Record Check

To more adequately safeguard students and staff members, the Board of Education requires an inquiry into the background of each applicant the District Administrator recommends for employment on the District's professional staff. Any contracts with outsourced services, employment agencies, or temporary services must require such providers to conduct and retain a criminal history record check of individuals providing service to the District.

Such an inquiry shall also be made for substitutes who may be employed by the District and for volunteers assisting District staff.

The District Administrator shall establish the necessary procedures for obtaining any criminal history of the applicant.

Should it be necessary to employ a person in order to maintain the continuity of the program prior to receipt of the report, the District Administrator may employ the person on a provisional basis until the report is received.

All information and records obtained from such inquiries are to be considered confidential and shall not be released or disseminated to those not directly involved in evaluating the applicant's qualifications.

Employee Self-Reporting Requirement

All District employees shall notify the District Administrator as soon as possible, but no more than three (3) calendar days, after any arrest, indictment, conviction, no contest or guilty plea, or other adjudication of the employee for any criminal or municipal offense.

The requirement to report a conviction or deferred adjudication shall not apply to minor traffic offenses (e.g. non-moving violations, failure to yield, failure to obey a traffic signal, unattended vehicle, illegal parking). However, an offense of operating under the influence, revocation or suspension of license, and driving after revocation or suspension or any moving violation must be reported if the employee drives or operates a District vehicle or piece of mobile equipment or transports students or staff in any vehicle. Failure to report under this section may result in disciplinary action, up to and including termination. All employment decisions by the District based on such information must comply with Wisconsin's arrest and conviction discrimination law.

T.C. 11/16/20
Revised 4/25/22

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Legal 111.335, Wis. Stats.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	First Reading
Adopted	October 17, 2016
Last Revised	August 29, 2022

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate in the employment of professional staff on the basis of race, color, national origin, age, sex (including gender 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.), 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 or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.

Notice of the Board's policy on nondiscrimination and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant is the individual who alleges, or is alleged, to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Military status: refers to a person's status in the uniformed services, which includes the performance of duty on a voluntary or involuntary basis in a uniformed service, including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty, and performance of duty or training by a member of Wisconsin organized militia. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any duty listed above.

Respondent is the individual who has been alleged to have engaged in discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

~~Carmen O'Brien~~ Michelle Johnson
~~Business Manager~~ Manawa Middle/Little Wolf High School Principal
 School District of Manawa
 800 Beech 515 E. Fourth Street
 Manawa, WI 54949
 920-596-5840 5310
 cobrienmjohanson@manawaschools.org

~~Dr. Abe El Manssouri~~ Jeff Bortle
 Manawa Middle School/Little Wolf High School ~~Principal~~ Dean of Students
 920-596-5310 806
 515 East 4th Street
 Manawa, WI 54949
 aelmanssouri@manawaschools.org
 jbortle@manawaschools.org

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with the applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation, or denial of equal access. The COs shall also verify that proper notice of nondiscrimination has been provided for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination in Employment Act of 1975, and the Genetic Information Nondiscrimination Act (GINA) to students, their parents, staff members, and the general public.

Reports and Complaints of Discrimination and Retaliation

Employees are required to report incidents of discrimination and/or retaliation to an administrator, supervisor, or other supervisory employees so that the Board may address the conduct. Any administrator, supervisor, or other supervisory employees who receive such a report shall file it with the CO at the employee's first opportunity, but no later than two (2) days.

Discrimination against an individual based on their sex (including gender status, sexual orientation, and gender identity) is discrimination in violation of Title VII. Specifically, discrimination on the basis of sex stereotyping/gender-nonconformity constitutes sex discrimination. This is true irrespective of the cause of the person's gender non-conforming behavior. Employment actions based upon an individual's sex could be suspect and potentially impermissible.

COs are required to investigate allegations of conduct involving the discrimination or harassment of an employee or applicant based upon his/her gender status, sexual orientation, and gender identity.

Any questions concerning whether alleged conduct might violate this prohibition should be brought to the CO's attention promptly.

Employees who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the School District community or a Third Party, or receive reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The CO will provide a copy of this policy to the Complainant and the Respondent upon request.

Any Board employee who directly observes discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO must contact the Complainant within two (2) business days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure

Except for sex discrimination and/or sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to discrimination or retaliation may seek resolution of the complaint through the procedures described below. The complaint procedures involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Once the complaint process begins, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of discrimination or retaliation with the United States Department of Education Office for Civil Rights, the Wisconsin Equal Rights Division, or the Equal Employment Opportunity Commission ("EEOC").

Complaint Procedure

A Complainant who alleges discrimination/retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) the CO; or 3) to the District Administrator or other supervisory employees. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

Due to the sensitivity surrounding complaints of discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employees, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO at the employee's first opportunity, but no later than two (2) days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions are deemed appropriate in consultation with the District Administrator.

Within two (2) days of receiving the complaint, the CO or designee will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and upon request provided with a copy of any relevant policies and/or administrative guidelines, including this Policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint and the obligation to do so within five (5) days.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a protected class or retaliation within thirty (30) days of receiving the formal complaint.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the District Administrator or Board President, if the matter involves the District Administrator, engage outside legal counsel to conduct the investigation consistent with

this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the District Administrator either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A summary of the District Administrator's final decision will be provided to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days, or as quickly as possible if additional time is necessary due to the availability of necessary witness(es) or documents. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in discrimination/retaliation toward the Complainant, the District Administrator must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the final decision of the District Administrator may appeal through a signed written statement to the Board within five (5) days of the party's receipt of the District Administrator's decision. The written statement of appeal must be submitted to the District Administrator, who will forward the request to the Board President.

In an attempt to resolve the complaint, the Board shall review the findings and may meet with the concerned parties and their representatives within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of its decision. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of discrimination/retaliation regardless of whether the Complainant pursues the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The parties may be represented, at their own cost, at any of the above-described interviews/meetings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The Board will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Respondents must be provided an opportunity to meaningfully respond to allegations, which may include disclosure of the Complainant's identity.

During the course of an investigation, the CO will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination, or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;
- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to the Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;

It is suggested the following records also be maintained, as appropriate.

- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. copies of any notices sent to the Complainant and alleged perpetrator in advance of any interview or hearing;
- U. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 11/19/18
 Revised 7/22/19
 Revised 7/17/22
 T.C. 8/29/22

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Legal

- 111.31 et seq., Wis. Stats.
- 111.335(d)(2), Wis. Stats.
- 118.195, Wis. Stats.
- 118.20, Wis. Stats.
- Fourteenth Amendment, U.S. Constitution
- 20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974
- 20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act
- 29 U.S.C. 701 et seq., Rehabilitation Act of 1973, as amended
- 38 U.S.C. 4301 et seq., Uniformed Services Employment and Reemployment Rights Act
- 42 U.S.C. 2000 et seq., Civil Rights Act of 1964
- 42 U.S.C. 2000d et seq., Title VI of the Civil Rights of 1964
- 42 U.S.C. 2000e et seq., Civil Rights Act of 1964
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act
- 42 U.S.C. 6101 et seq., Age Discrimination Act of 1975
- 42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended
- 29 C.F.R. Part 1635, The GINA Regulations
- 34 C.F.R. Part 110, The Age Discrimination Act Regulations

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	DRUG-FREE WORKPLACE
Code	po3122.01
Status	First Reading
Adopted	October 1, 2015
Last Revised	April 25, 2022

3122.01 - DRUG-FREE WORKPLACE

The Board of Education believes that quality education is not possible in an environment affected by the use of illegal drugs and alcohol as well as the abuse of prescription drugs. It will seek, therefore, to establish and maintain a drug-free workplace.

Prohibited Acts

The Board prohibits any member of the District's staff from any of the following at any time while on or in District property or while performing duties at a District-related activity or event:

- A. manufacturing, possessing, using, distributing, dispensing, or being under the influence of any controlled substance or alcohol;
- B. using, distributing, or possessing drug paraphernalia; or
- C. unlawfully possessing, using, distributing, dispensing, or abusing a prescribed or over-the-counter medication.

Permitted Acts

Staff members who use or possess a prescription drug that has been lawfully prescribed to the staff member according to Wisconsin and Federal law, and take the prescription in accordance with the prescribed dosage, shall not be deemed to be in violation of this policy. Staff members who use or possess over-the-counter medications and take them in accordance with the recommended dosage, shall not be deemed to be in violation of this policy. Wherever possible, a staff member should take prescribed and/or over-the-counter medications at home and not bring them to school. Where that cannot be accomplished, any staff member in possession of prescribed and/or over-the-counter medications while at school is responsible for taking appropriate precautions to assure that the drugs remain in the staff member's possession at all times and are taken only in private, out of the view of students. CBD products are prohibited on District grounds and at school events.

Reasonable Suspicion Testing

Staff members shall be required to undergo alcohol and/or drug testing at any time the District has reasonable suspicion to believe that the staff member may have violated this policy.

Disciplinary Action

Any staff member who violates this policy shall be subject to disciplinary action, up to and including termination from District employment in accordance with the Employee Handbook and District policies. In addition to disciplinary action, the District may, at its discretion, refer the staff member to drug and alcohol counseling or to employee assistance or rehabilitation programs and/or may refer the matter to law enforcement.

The District Administrator shall establish whatever programs and procedures are necessary to meet the Federal certification requirements under the Drug-Free Workplace Act of 1988 and shall provide these to staff. Nothing in this policy shall prohibit the District Administrator from evaluating a staff member's fitness for duty pursuant to Policy 3161 - Unrequested Leaves of Absence/Fitness for Duty.

Off Work Conduct

Disciplinary action may result from conduct related to drug and alcohol usage even on the staff member's personal time if the circumstances create a connection to or nexus with the staff member's role with the District. Disciplinary action may result if a staff member's conduct involves the depiction of the staff member engaging in use of alcohol or drugs with involvement of minors. If the District administration becomes aware of such circumstances, the matter will be investigated even though the events occurred on one's personal time and not on District property or at a District event.

Use of Resources for Treatment

The District makes available resources to assist staff members in overcoming substance abuse. However, the decision to seek diagnosis and accept treatment for substance abuse is primarily the individual staff member's responsibility. Any costs associated with treatment in excess of those costs covered by the staff member's medical insurance plan shall be borne by the individual.

Revised 6/19/17
Revised 12/18/17
Revised 6/15/20
Revised 11/16/20

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Legal Drug-Free Workplace Act of 1988, 41 U.S.C. 8101 et seq.

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE
Code	po3122.02
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 17, 2022

3122.02 - **NONDISCRIMINATION BASED ON GENETIC INFORMATION OF THE EMPLOYEE**

The Board of Education prohibits discrimination on the basis of genetic information in all aspects of employment, including hiring, firing, compensation, job assignments, promotions, layoffs, training, fringe benefits, or any other terms, conditions, or privileges of employment. The Board also does not limit, segregate, or classify applicants or employees in any way that would deprive or tend to deprive them of employment opportunities or otherwise adversely affect the status of the person as an employee, based on genetic information. Harassment of a person because of genetic information also is prohibited. Likewise, retaliation against a person for identifying, objecting to, or filing a complaint concerning a violation of this policy is prohibited.

The identity of the Compliance Officer (see Policy 3122 - Nondiscrimination and Equal Employment Opportunity) shall be posted throughout the District and published in any District statement regarding the prohibition of discrimination on the basis of genetic information in all aspects of employment, in any staff handbooks, and in general information publications of the District as required by Federal and State law and on the District website.

In accordance with Title II of the Genetic Information Nondiscrimination Act of 2008, 42 U.S.C. 2000ff, et seq., and 29 C.F.R. Part 1635 ("GINA"), the Board shall not request, require or purchase genetic information of employees, their family members or applicants for employment. Further, in compliance with GINA, applicants and employees are directed not to provide any genetic information, including the individual's family medical history, in response to necessary requests for medical information, with the exception that family medical history may be provided as part of the certification process for FMLA leave, or when an employee is asking for leave to care for an immediate family member with a serious health condition. Applicants for employment are directed not to provide any genetic information, including the individual's family medical history, in response to requests for medical information as part of the District's application for employment process. Employees and applicants for employment shall not be penalized for providing genetic information in good faith in response to a request from a Board employee or agent, unless that applicant or employee refuses to delete the information at the request of the employee or agent of the Board.

The Board recognizes that genetic information may be acquired through commercially and publicly available media including newspapers, books, magazines, periodicals, television shows or the Internet. The Board prohibits its employees and agents including commercial background investigation agents from searching these sources with the intent of finding or obtaining genetic information, or accessing sources from which they are likely to acquire genetic information. If genetic information about an employee or applicant is obtained in error, it shall be redacted immediately and not shared beyond the point of first receipt.

As used in this policy, "genetic information" means information about: (a) an individual's genetic tests; (b) the genetic tests of that individual's family members; (c) the manifestation of disease or disorder in family members of the individual (i.e., family medical history); (d) an individual's request for, or receipt of, genetic services, or the participation in clinical research that includes genetic services by the individual or a family member of the individual; or (e) the genetic information of a fetus carried by an individual or a pregnant woman who is a family member of the individual and the genetic information of an embryo legally held by an individual or family member using assistive reproductive technology.

The term "genetic information" does not include information about the sex or age of the individual, the sex or age of family members, or information about the race or ethnicity of the individual or family member that is not derived from a genetic test.

As used in this policy, "genetic test" means an analysis of human DNA, RNA, chromosomes, proteins, or metabolites that detect genotypes, mutations, or chromosomal changes. The term includes any test of a person's DNA/RNA.



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT
Code	po3123
Status	First Reading
Adopted	October 17, 2016
Last Revised	August 29, 2022

3123 - SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT

The Board of Education prohibits discrimination against any employee or applicant based upon his/her the employee or applicant's disability. As such, the Board of Education will not engage in employment practices or adopt policies that discriminate on the basis of disability, or otherwise discriminate against qualified individuals with disabilities in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training, or other terms, conditions and privileges of employment. The Board further will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the Board will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Notice of the Board's policy on nondiscrimination in employment practices and the identity of the School District's Compliance Officer(s) (see below) will be published on the District's website, posted throughout the District, and included in the District's recruitment statements or general information publications.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges or is alleged to have been subjected to discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who is alleged to have engaged in discrimination/retaliation, regardless of whether the Complainant files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

District community: means students, District employees (i.e., administrators, and professional and support staff), and Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include but are not limited to guests and/or visitors on District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with or seeking to do business with the Board, and other individuals who come in contact with members of the District community at school-related events/activities (whether on or off District property).

An individual with a disability means a person who has, has a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities.

Major Life Activities

Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, sitting, reaching, interacting with others, and working.

Major life activities also include the operation of a major bodily function, including, but not limited to, functions of the immune system, special sense organs and skin, normal cell growth, and digestive, genitourinary, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, hemic, lymphatic, musculoskeletal and reproductive functions. The operation of a major bodily function includes the operation of an individual organ within a body system.

Impairment That Substantially Limits a Major Life Activity

The determination of whether an impairment substantially limits a major life activity must be made without regard to the ameliorative effects of mitigating measures such as medication, medical supplies, equipment or appliances, low-vision devices (defined as devices that magnify, enhance, or otherwise augment a visual image, but not including ordinary eyeglasses or contact lenses), prosthetics (including limbs and devices), hearing aid(s) and cochlear implant(s) or other implantable hearing devices, mobility devices, oxygen therapy equipment or supplies, use of assistive technology, reasonable accommodations or "auxiliary aids or services," learned behavioral or adaptive neurological modifications, psychotherapy, behavioral therapy, or physical therapy.

An impairment that is episodic in nature or in remission is considered a disability if it would substantially limit a major life activity when active.

Qualified Individual with a Disability

A qualified individual with a disability means the individual satisfies the requisite skill, experience, education and other job-related requirements of the employment position the individual holds or desires and can perform the essential functions of the job in question, with or without reasonable accommodation.

Reasonable Accommodation

The Board will provide a reasonable accommodation to a qualified individual who has an actual disability or who has a record of a disability unless the accommodation would impose an undue hardship on the operation of the Board's program and/or activities. A reasonable accommodation is not required for an individual who is merely regarded as having a disability.

Facilities

No qualified person with a disability will be denied the benefits of, excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/American with Disabilities Act (ADA) applies because the District's facilities are inaccessible to or unusable by persons with disabilities.

For facilities constructed or altered after June 3, 1977, the District will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the District is committed to operating its programs and activities so that they are readily accessible to persons with disabilities.

District Compliance Officers

The Board designates the following individual(s) to serve as the District's 504 CO(s)/ADA Coordinator(s) (hereinafter referred to as the "COs").

~~Carmen O'Brien~~ Jeff Bortle
~~Business Manager~~ Dean of Students
 School District of Manawa
~~800 Beech Street~~ 515 E. Fourth Street
 Manawa, WI 54949
 920-596-5840 920-596-5806
~~cobrien~~jbortle@manawaschools.org

~~Dr. Abe El Manssour~~ M
 Michelle Johnson
 Manawa Middle School/Little Wolf High School Principal
 920-596-5310
 515 East 4th Street
 Manawa, WI 54949
~~aelmanssour~~i@manawaschools.org
 mjohnson@manawaschools.org

The names, titles, and contact information of these individuals will be published annually in the staff handbooks and on the School District's website.

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs also shall verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is based will be made available upon request from the CO.

The COs will oversee the investigation of any complaints of discrimination based on disability, which may be filed pursuant to the Board's adopted internal complaint procedure, and will attempt to resolve such complaints. Any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints, as appropriate. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who shall coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.

The Board will provide for the prompt and equitable resolution of complaints alleging violations of Section 504/ADA. (See Complaint Procedure below.)

Complaint Procedures

If a person believes that ~~s/he has~~ they have been discriminated against on the basis of ~~his/her~~ their disability, the person may utilize the following complaint procedures as a means of reaching, at the lowest possible administrative level, a prompt and equitable resolution of the matter.

In accordance with Section 504 of the Rehabilitation Act of 1973 and its implementing regulations ("Section 504"), employees will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation, or misapplication of Section 504. In addition, employees will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights.

Internal complaints must be put in writing and must identify the specific circumstances or areas of dispute that have given rise to the complaint, and offer possible solutions to the dispute. The complaint must be filed with COs within the time limits specified below. The COs are available to assist individuals in filing a complaint.

Internal Complaint Procedure

The following internal complaint procedure is available to employees for the prompt and equitable resolution of complaints alleging discrimination based upon disability. Use of the internal complaint procedure is not a prerequisite to the pursuit of other remedies, including the filing of a complaint with the U.S. Department of Education's Office for Civil Rights.

- A. An employee with a complaint based on alleged discrimination on the basis of disability may first discuss the problem with the CO.
- B. If the informal discussion does not resolve the matter, or if the employee skips Step A, the individual may file a formal written complaint with the CO. The written complaint must contain the name and address of the individual or representative filing the complaint, be signed by the Complainant or someone authorized to sign for the Complainant, describe the alleged discriminatory action in sufficient detail to inform the CO of the nature and date of the alleged violation and propose a resolution. The complaint must be filed within thirty (30) days of the circumstances or event giving rise to the complaint unless the time for filing is extended by the CO for good cause.
- C. The CO will conduct an independent investigation of the matter (which may or may not include a hearing). This complaint procedure contemplates informal, but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and other evidence relevant to the complaint. The CO will provide the Complainant with a written disposition of the complaint within ten (10) days. If no decision is rendered within ten (10) business days, or the decision is unsatisfactory in the opinion of the Complainant, the employee may file, in writing, an appeal with the District Administrator. The CO shall maintain the District's files and records relating to the complaint.
- D. The District Administrator will, within ten (10) days of receiving the written appeal, conduct a hearing with all parties involved in an attempt to resolve the complaint.

The District Administrator will render ~~his/her~~ a decision within ten (10) days of the hearing.

- E. The employee may be represented, at ~~his/her~~ the employee's own cost, at any of the above-described meetings/hearings.
- F. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights or the filing of a court case. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

If it is determined that the Complainant was subjected to discrimination, the CO must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, effective, and tailored to the specific situation.

OCR Complaint

At any time, if an employee believes that s/he has been subjected to discrimination based upon his/her disability in violation of Section 504 or the ADA, the individual may file a complaint with the U.S. Department of Education's Office for Civil Rights ("OCR"). The OCR can be reached at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street Suite 1475
Chicago, IL 60661
(312) 730-1560

FAX: (312) 730-1576
TDD: (877) 521-2172
E-mail: OCR.Chicago@ed.gov

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the District's legal obligations to investigate, take appropriate action, and conform with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to the discrimination or other appropriate action.

The Board may appoint an individual, who may be a District employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against discrimination by taking appropriate action reasonably calculated to stop and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and any relevant codes of conduct.

When imposing discipline, the District Administrator shall consider the totality of the circumstances involved in the matter, including the age and maturity level of any student involved. In those cases where discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging discrimination/retaliation, or participates as a witness in an investigation, is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce, or interfere with any individual because the person opposed any act or practice made by Section 504 or the ADA, or because that individual made a report, formal complaint, testified, assisted or participated, or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of discriminatory practices. The District Administrator shall provide appropriate information to all members of the District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training and information provided regarding the Board's policy and discrimination, in general, will be age and content-appropriate.

Retention of Investigatory Records and Materials

The CO is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, and audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, and social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes and summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and the Respondent, including no contact orders issued to both parties, the dates the no contact orders were issued, and the dates the parties acknowledged receipt of the no contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and procedures/guidelines used by the District to conduct the investigation and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- N. documentation of any training provided to District personnel related to this policy including, but not limited to notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conduct an investigation of an alleged violation of this policy;

It is suggested the following records also be maintained, as appropriate.

- O. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- P. copies of any notices sent to the Respondent of the allegations constituting a potential violation of this policy;
- Q. copies of any notices sent to the Complainant and the Respondent in advance of any interview or meeting;
- R. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report and any written responses submitted by the Complainant or the Respondent.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law, such as student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years and longer if required by the District's records retention schedule.

Revised 7/22/19
 Revised 1/17/22
 T.C. 8/29/22

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Legal 29 C.F.R. Part 1630

29 U.S.C. 794, Section 504 Rehabilitation Act of 1973, as amended

34 C.F.R. Part 104

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYMENT CONTRACTS/REASONABLE ASSURANCE OF EMPLOYMENT
Code	po3124
Status	First Reading
Adopted	May 16, 2016
Last Revised	July 17, 2017

3124 - **EMPLOYMENT CONTRACTS/REASONABLE ASSURANCE OF EMPLOYMENT—PROFESSIONAL STAFF**

PROFESSIONAL STAFF:

It will be the responsibility of the District Administrator to ensure that all members of the professional staff execute a written employment contract in accordance with the legal requirements related to their position in the District.

The District Administrator is authorized to execute employment contracts for the Board of Education upon approval of employment by the Board.

SUPPORT STAFF:

Support staff employed in less than year-round positions shall be issued a letter of reasonable assurance of continued employment by July 1st for the subsequent year or term when such employment is anticipated.

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

Last Modified by Melanie Oppor on June 22, 2023



Book Staff Section Revisions

Section 3000 Staff/Personnel - Revisions

Title Copy of SUPPORT STAFF EMPLOYMENT

Code po3124.01 - Merged with 3124 - DELETE

Status First Reading

Adopted May 16, 2016

~~41243124.01~~ **SUPPORT STAFF EMPLOYMENT**

~~Support staff employed in less than year round positions shall be issued a letter of reasonable assurance of continued employment by July 1st for the subsequent year or term when such employment is anticipated.~~

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

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	WISCONSIN QUALITY EDUCATOR INITIATIVE
Code	po3125 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	April 27, 2020

3125 - **WISCONSIN QUALITY EDUCATOR INITIATIVE**

The Board of Education is committed to having a quality teacher in every classroom and a strong leader in every building. The Board encourages the use of best educational practices to improve instruction and increase student achievement. To this end, the Board requires that the District seek to hire the most qualified and experienced staff available and that all staff be licensed as required by law.

Attaining and maintaining proper State licensure under P.I. 34, which describes the requirements for attaining and maintaining educator's licensing for practicing in the State, is primarily the licensee's responsibility. However, the Board recognizes its responsibilities under P.I. 34 and supports efforts that promote the effectiveness of staff through career-long preparation and learning and performance-based assessment.

Any teacher employed by the District while holding a Tier II license, and who has fewer than three (3) years of full-time teaching experience, shall be provided all of the following:

- A. Ongoing orientation and support which is collaboratively developed by teachers, administrators, and other School District stakeholders.
- B. A licensed mentor who successfully completed a mentor training program approved by the Wisconsin Department of Public Instruction.

The building administrator is responsible for providing any mentoring, or other support services required for any teacher employed by the District while holding a Tier I license.

Revised 4/23/18

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Legal P.I. 34, Wis. Adm. Code

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	ASSIGNMENT AND TRANSFER
Code	po3130
Status	First Reading
Adopted	May 16, 2016

3130 - **ASSIGNMENT AND TRANSFER**

The Board of Education believes that the appropriate placement of qualified and competent staff is essential to the successful functioning of the District.

Professional Staff

The District Administrator shall be responsible for the proper assignment and transfer of all ~~professional~~ staff members and shall attempt to effect the optimum assignment of the ~~professional~~ staff in conformance with any applicable contractual or legal requirements and certification requirements.

Support Staff

~~Responsibility for the assignment and transfer of support staff members shall be vested in the District Administrator subject to and consistent with any applicable terms of the Employee Handbook.~~

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	ASSIGNMENT AND TRANSFER
Code	po3130
Status	First Reading
Adopted	May 16, 2016

3130 - **ASSIGNMENT AND TRANSFER**

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Professional Staff

The District Administrator shall be responsible for the proper assignment and transfer of all professional staff members and shall attempt to effect the optimum assignment of the professional staff in conformance with any applicable contractual or legal requirements and certification requirements.

Support Staff

Responsibility for the assignment and transfer of support staff members shall be vested in the District Administrator subject to and consistent with any applicable terms of the Employee Handbook.

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Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	REDUCTION IN STAFF
Code	po3131
Status	First Reading
Adopted	May 16, 2016
Last Revised	March 15, 2021

3131 - **REDUCTION IN STAFF**

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

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

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

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

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

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

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

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

Staff Furloughs

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

In the event of a temporary disruption to school services due to unforeseen circumstances, such as a public health emergency, natural disaster, or some other disruption to school programming the Board may authorize the District Administrator to temporarily furlough employees by reducing employee hours, provided that a plan is presented to the Board of Education for consideration.

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

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

Revised 11/16/20

T.C. 3/15/21

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	VACANCIES
Code	po3132
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 18, 2019

3132 - **VACANCIES**

It shall be the policy of the Board of Education to employ the person best suited to perform the duties of a particular District vacancy at any level.

Vacancies shall be announced in accordance with established District procedures. Vacancies will be posted externally and internally simultaneously with no preference given to current employees. The best candidate, as determined by the Administration, will be selected for approval by the Board of Education.

The District Administrator shall establish procedures to facilitate the identification and evaluation of candidates for administrative, supervisory, and other leadership positions.

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Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	STAFF DISCIPLINE
Code	po3139
Status	First Reading
Adopted	May 16, 2016
Last Revised	July 22, 2019

3139 - STAFF DISCIPLINE

The Board of Education retains the right and the responsibility to oversee all District personnel. When the discipline of a staff member becomes necessary such action shall be consistent with the requirements of any applicable Board policy, and State and Federal law. ~~The District Administrator or designee may issue discipline when s/he deems appropriate and with the seriousness of the offense. However, student performance on examinations however, may not form the basis for staff discipline.~~ This policy does not cover decisions to terminate or non-renew a staff member's employment (see Policy 3140).

Investigation of Possible Criminal Activity

The District may be required to investigate potential wrongdoings on the part of its employees. Such investigations may require that the employee answer questions relating to the activity. Employees may be required to answer such questions, consistent with any applicable law. Failure to cooperate in an investigation may result in discipline, up to and including termination of the employee. In cases where this possible wrongdoing may involve criminal activity, the District shall inform the employee that answers to questions relating to the employee's conduct may be used by the District for determining appropriate discipline, but will not be provided to law enforcement officials in the course of their independent criminal investigation, unless otherwise required by law. Employees must also be informed that refusal to answer questions may be considered in determining discipline.

General Provisions

Staff may be disciplined for violations of Board policy or for other failure to meet the expectations and obligations of their position. No staff member may be subject to arbitrary or capricious disciplinary action, or disciplinary action that is otherwise in violation of law or public policy.

Student performance on examinations however, may not form the basis for staff discipline.

The District Administrator may issue discipline to staff members when ~~s/he deems~~ **deemed** appropriate. The level of discipline may range from oral reprimands to suspension or recommendation for termination consistent with the process established for termination as set forth in Policy 3140. The level of discipline shall be consistent with the seriousness of the offense as determined by the District Administrator.

Management efforts engaged to improve an employee's job performance or address specific performance concerns, including letters of direction, performance improvement plans, mandatory training, etc., are not disciplinary in nature and are not subject to this policy or to Policy 3340 - Grievance Procedure.

All instances of staff discipline are subject to the employee grievance procedure, set forth in Policy 3340.

Revised 11/19/18

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Legal 66.0509(1m)(a), Wis. Stats.
Franklin v. City of Evanston, 384 F.3d 838 (7th Cir. 2004)

Garrity v. New Jersey, 385 U.S. 493 (1967)

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	NON-RENEWAL, RESIGNATION, AND TERMINATION
Code	po3140
Status	First Reading
Adopted	May 16, 2016
Last Revised	July 22, 2019

3140 - **NON-RENEWAL, RESIGNATION, AND TERMINATION**

A critical function of the Board of Education is maintaining personnel necessary to carry out the District's educational program and mission. In the course of carrying out this function, the Board of Education will at times find it necessary to end an employment relationship with a member of the professional staff. This policy governs the process of nonrenewal and termination of employees, as well as the conditions under which a resignation may be accepted.

Full-Time Teachers

All full-time teachers are required to be under contract with the District. A full-time teacher's employment contract is automatically void and employment ended if the teacher does not have an appropriate teaching license issued by the DPI. Otherwise, a full-time teacher's employment shall be subject to non-renewal, termination, or resignation as follows:

A. Non-Renewal

In the event that the District Administrator intends to recommend the non-renewal of a full-time teacher's contract, all applicable statutory non-renewal procedures and timelines will apply, including both preliminary and final notice of nonrenewal. No teacher may be non-renewed solely on the basis of the results of mandatory student examinations. The District Administrator shall be responsible for notifying the affected teacher of his/her rights relative to the non-renewal process.

Teacher contracts may be non-renewed upon a majority vote of the full membership of the Board.

B. Termination

A full-time teacher's contract may be terminated only by a majority vote of the full membership of the Board. The District Administrator shall, if deemed appropriate, recommend a teacher's termination to the Board. The District Administrator is responsible for providing the teacher with appropriate notice regarding the hearing and for taking the necessary steps to present any such recommendation to the Board.

C. Resignation

A full-time teacher may resign from his/her position only upon approval of a majority of the full membership of the Board. The District Administrator may negotiate terms of resignation with such a teacher as appropriate and present those terms to the Board in an appropriately noticed, regular or special Board meeting, as necessary. A resignation is only in effect once approved by the Board. A resignation, once accepted by the Board, may not be rescinded without approval by the Board.

Part-Time Teachers

Teachers employed less than full-time, but not including substitute teachers whose employment is covered by Policy 3120.04, and whose employment contract does not specify procedures for termination of contract, may be terminated either by the District for appropriate reasons or through resignation by a majority vote of a quorum of the Board members present at a properly noticed meeting. A resignation, once accepted, may not be rescinded by the teacher.

A part-time teacher whose contract does not specify otherwise is not entitled to notice of intent to renew or of intent not to renew his/her the contract for a subsequent school year.

The terms of the part-time teacher contract shall apply when the contract provides for procedures different than those noted in this policy.

Administrators

The Board employs administrative employees under a variety of employment arrangements. Generally, those arrangements include those administrators who, by law, are required to have an employment contract and are provided statutory rights with respect to those contracts; those that are not required to have contracts by law, but are nonetheless employed pursuant to a written contract approved by the Board; and those who perform administrative functions, but who do not have a contract which specifies the terms of employment as they relate to termination, resignation, and nonrenewal of the employment arrangement.

A. Statutory Administrators

The Board of Education shall employ by contract the following persons: the District Administrator, business manager, school principals, and assistants to such persons, as well as the following persons employed solely to perform administrative functions: personnel administrators and supervisors, curriculum administrators, and assistants to such administrative personnel.

Such administrators may only be terminated, either due to appropriate circumstances justifying termination of employment or by tendered resignation, by a majority of the full membership of the Board of Education.

Such administrators are entitled to contract renewal or notice of intent not to renew the administrator's contract pursuant to applicable statutory procedures, and any additional procedures incorporated into the said contract.

The District Administrator shall be responsible for assuring compliance with the procedures necessary for Board action to terminate or to non-renew an administrator's contract. In the case of the District Administrator's contract, the Board President with the assistance of Board legal counsel, shall be responsible for assuring procedural compliance with termination or non-renewal processes.

A resignation, once accepted by the Board, may not be rescinded except by approval of the majority of the full membership of the Board.

B. Administrators with Contracts including Provisions Governing Termination

The Board may employ administrators who are not statutorily entitled to an employment contract or to statutory termination and non-renewal procedures, but who nonetheless are issued employment contracts with provisions governing this process applicable to the manner in which the employment relationship is concluded, either by resignation, termination, or non-renewal. In such cases, the District Administrator shall be responsible for assuring adherence to applicable contractual procedures.

C. Administrative Personnel with no Contractual or Statutory Coverage

Employees performing administrative functions, but who are not covered by applicable statutory termination or non-renewal procedures, and who have not been issued an employment contract with provisions governing the termination or non-renewal process, are not entitled to notice of intent to renew or not to renew an employment agreement. In such a case, an employment agreement shall expire and the employee shall have no expectation of continued employment beyond the term of the agreement.

Such an administrative employee's employment may be terminated by a majority of a quorum of the Board present at a regular or special Board meeting.

Such an administrative employee's resignation may be accepted by a majority of a quorum of the Board present at a regular or special Board meeting.

A resignation, once accepted, may not be rescinded without agreement of the Board of Education.

Support Staff

+ Termination

Employment may be terminated upon a majority vote of the Board of Education.

+ Resignation

A support staff member may resign by filing a written resignation with the District Administrator.

A resignation, once accepted, may not then be rescinded.

The District Administrator may act for the Board in the acceptance of a resignation

Revised 7/17/17

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Legal 118.30(2)(c), Wis. Stats.
 118.22, Wis. Stats.
 118.24, Wis. Stats.

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	PHYSICAL EXAMINATION
Code	po3160 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	April 25, 2022

3160 - **PHYSICAL EXAMINATION**

The Board of Education requires any candidate who has been offered employment in a position that involves contact with children or the preparation of food for children, as a condition of employment, to submit to an examination, including a tuberculosis screening questionnaire. Additional testing may be required to assure freedom from tuberculosis in communicable form.

No physical examination may be required of any employee who has filed an affidavit with the District Office requesting such exemption on the basis that the employee relies exclusively on prayer or spiritual healing in accordance with the teaching of a bona fide religious sect, denomination, or organization and that the employee is to the best of his or her knowledge and belief in good health. An employee exempt from the physical examination requirement may still be required to submit to an examination if there is reason to believe the employee may have an illness that is detrimental to the health of students. Such examination shall be only to the extent sufficient to determine whether the employee suffers from such illness.

Freedom from tuberculosis in a communicable form is a condition of employment.

The Board of Education shall also require the candidate, based on a contingent job offer, to submit to a test for controlled substances the results of which must indicate there is no evidence of unlawful drug use. Such examinations shall be done in accordance with the District Administrator's guidelines and applicable law.

Employees will be required to execute a release that complies with the requirements of the Health Insurance Portability and Accountability Act in order to allow the report of the medical examination to be released to the Board of Education/District Administrator and to allow the District Administrator to speak to the health care provider who conducted the medical examination in order to get clarification.

Reports of all such examinations or evaluations shall be delivered to the District Administrator, who shall protect their confidentiality. Reports will be discussed with the employee or candidate. In compliance with the Genetic Information Nondiscrimination Act (GINA) and Board Policy 3122.02 the successful candidate who is required to submit to a medical examination, as well as the health care provider who is designated by the Board of Education to conduct the examination, are directed not to collect genetic information or provide any genetic information, including the candidate's family medical history, in the report of the medical examination.

Employees will be notified of the results of the medical examination upon receipt. Any and all reports of such examination will be maintained in a separate confidential personnel file in accordance with the Americans with Disabilities Act, as amended ("ADA"), and the Genetic Information Nondiscrimination Act (GINA).

The results of any physical examination conducted in the course of the employment process shall be solely for the purpose of determining employment eligibility or as may otherwise be required by law. Consideration of physical information in employment shall be consistent with the Americans with Disabilities Act (ADA) as amended and the Wisconsin Fair Employment Act (WFEA).

The Board of Education shall assume any fees for required examinations.

Revised 7/17/17
 Revised 4/23/18
 Revised 11/19/18
 T.C. 11/16/20
 T.C. 1/17/22

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Legal

- 118.25, Wis. Stats.
- 118.25(2)(a), Wis. Stats.
- 121.52(3), Wis. Stats.
- 29 C.F.R. Part 1630
- 29 C.F.R. Part 1635
- 42 U.S.C. 12101 et seq. Americans with Disabilities Act of 1990, as amended
- 42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY
Code	po3161
Status	First Reading
Adopted	May 16, 2016
Last Revised	April 27, 2020

3161 - UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY

It is the policy of the Board of Education to protect students and employees from the effects of contagious diseases and other circumstances that render professional staff members unable to perform their duties.

The Board of Education authorizes the District Administrator to place a professional staff member on unrequested leave of absence for physical or mental inability to perform assigned duties in conformance with the law.

The District Administrator may require that the professional staff member submit to an appropriate examination by a healthcare provider of the professional staff member's choice, a healthcare provider designated and compensated by the District, or both.

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

As required by Federal law and regulation and Board Policy 3122.02, the District Administrator shall direct the provider designated by the Board to conduct the examination not to collect genetic information or provide any genetic information, including the individual's family medical history, in the report of the medical examination.

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

If, as a result of such examination, the professional staff member is found to be unable to perform assigned duties, the professional staff member shall be placed on leave of absence pending further determination of ability to perform duties, including evaluation of any reasonable accommodations in the event of the existence of a disability.

Should a professional staff member refuse to submit to the examination requested by the District Administrator such refusal shall subject the professional staff member to disciplinary action.

The Board of Education may designate any period of leave under this policy as qualifying leave under State and/or Federal FMLA leave entitlement consistent with Policy 3430.01 as provided by law.

In the event the District Administrator is the employee subject to this policy, the Board shall direct the appropriate actions pursuant to this policy.

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Legal 111.32, et seq., the Wisconsin Fair Employment Act

29 C.F.R., Part 1630

29 C.F.R., Part 1635

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	STAFF ETHICS
Code	po3210
Status	First Reading
Adopted	October 1, 2015
Last Revised	June 19, 2017

3210 - **STAFF ETHICS**

An effective educational program requires the services of ~~people~~ **employees** of integrity, high ideals, and human understanding. To maintain and promote these essentials, the Board of Education expects all ~~professional~~ staff members to maintain high standards in their working relationships, and in the performance of their ~~professional~~ duties, to:

- A. recognize basic dignities of all individuals with whom they interact in the performance of duties;
 - B. represent accurately their qualifications;
 - C. exercise due care to protect the mental and physical safety of students, colleagues, subordinates and superiors;
 - D. seek and apply the knowledge and skills appropriate to assigned responsibilities;
 - E. keep in confidence legal-confidential information;
 - F. ensure that their actions or those of another on their behalf private economic interests;
 - G. refuse accepting anything of value offered by another for the purpose of influencing judgment;
 - H. adheres to the policies of the Board;
- refrain from using position or public property, or permitting another person to use an employee's position or public property for partisan political or religious purposes. This ethics policy will in no way limit constitutionally or legally protected rights as a citizen.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	WHISTLEBLOWER PROTECTION
Code	po3211
Status	First Reading
Adopted	May 16, 2016

3211 - WHISTLEBLOWER PROTECTION

The Board of Education expects all its employees to be honest and ethical in their conduct, and to comply with applicable State and Federal law, Board policies and administrative procedures. Pursuant to State law, the Board of Education expects ~~instructional staff members~~ employees to report to their immediate supervisors any violation or suspected violation of any Federal, State or local law, policy, or regulation committed by any employee, or agent of an agency or independent contractor doing business with the Board, that creates and presents a substantial or specific danger to the public's health, safety, or welfare. Additionally, pursuant to State law, ~~instructional staff members~~ employees are expected to report any act or suspected act of gross mismanagement, malfeasance, misfeasance, gross waste of public funds, suspected or actual Medicaid fraud or abuse, or gross neglect of duty committed by an employee or agent of an agency or independent contractor doing business with the Board.

It is the responsibility of an employee who is aware of conduct on the part of any Board member or employee that possibly violates Federal or State law, or Board policy, to call this conduct to the attention of ~~his/her~~ the employee's immediate supervisor. If the employee's immediate supervisor is not responsive or is the employee whose behavior is in question, the employee should report the alleged misconduct to the District Administrator.

After such a report is made, the immediate supervisor will ask that the report be put in writing.

Any employee making such a report shall be protected from discipline, retaliation, or reprisal for making such report as long as the employee made such a report based on a reasonable and good faith belief that the report is accurate and not based on the employee's intent to harm, harass, intimidate, or retaliate against another individual.

Employees are subject to disciplinary action, up to and including termination, for purposely, knowingly, or recklessly making a false report under this policy. Conversely, employees are subject to disciplinary action, up to and including termination, if they are aware of a violation of Federal, State, or local law that the Board has the authority to correct and they do not make a written report to their immediate supervisor.

If the alleged misconduct involves a Board member, the employee shall report to the District Administrator who is authorized to engage the Board's legal counsel to manage an investigation concerning the matter. If the report concerns the District Administrator the employee shall make the report to the Board President, who is authorized to engage the Board's legal counsel to manage the investigation.

Upon receipt of a report made by an ~~instructional staff member~~ employee pursuant to this policy, an investigation shall commence as soon as possible and shall be handled expeditiously.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	STUDENT SUPERVISION AND WELFARE
Code	po3213
Status	First Reading
Adopted	May 16, 2016
Last Revised	December 19, 2022

3213 - **STUDENT SUPERVISION AND WELFARE**

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

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

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

- A. A ~~professional staff~~ staff member shall report immediately any accident or safety hazard about which the ~~professional educator~~ employee is informed or detects to the supervisor as well as to other authorities or District staff members as may be required by established policies and procedures.
- B. A ~~professional~~ staff member shall report unsafe, potentially harmful, dangerous, violent, or criminal activities, or threat of these activities, by students to the District Administrator and local public safety agencies and/or school officials in accordance with Policy 8420 - School Safety. **Additionally, each support staff member shall also promptly report to the Principal any knowledge of threats of violence by students.**
- C. A ~~professional~~ staff member should not volunteer to assume responsibility for duties the professional staff member cannot reasonably perform. Such assumption carries the same responsibilities as assigned duties.
- D. A ~~professional~~ staff member shall provide proper instruction in the safety matters presented in assigned course guides.
- E. A ~~professional~~ staff member shall not send students on any personal errands.
- F. A ~~professional~~ staff member shall not associate with students at any time in a manner which gives the appearance of impropriety including, but not limited to, the creation or participation in any situation or activity which could be considered abusive or sexually suggestive or involve illegal substances such as tobacco, alcohol, or drugs. Any sexual or other inappropriate conduct with a student by any staff member will subject the offender to potential criminal liability and District discipline, up to and including termination of employment.

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

- G. A ~~professional~~ staff member shall not disclose personally identifiable information about a student to third parties unless specifically authorized by law or the student's parent(s) to do so.
- H. A ~~professional~~ staff member shall not transport students for school-related activities in a private vehicle without the approval of the employee's immediate supervisor and consistent with the provisions of Policy 8660. This does not apply to any student who is ~~a professional staff member's~~ an employee's family member.

- I. A student shall not be required to perform work or services that may be detrimental to the student's health.
- J. Staff members are discouraged from engaging students in social media and online networking media (see also Policy 7544), except for appropriate academic, extra-curricular, and/or professional uses only.
- K. Staff members are expressly prohibited from posting any picture, video, meme, or other visual depiction, or comment pertaining to any student on personal or unauthorized social networking media or similar forums. This provision of the policy does not apply to pictures and/or videos taken of public events that may involve or incidentally include depictions of students participating in or observing such events where the purpose of the photo or video is to depict the event, not a particular student. This section does not apply to depictions of a ~~professional~~ staff member's own child.

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

Pursuant to the laws of the State and Board Policy 8462, each ~~professional~~ staff member shall report to the proper legal authorities immediately, any sign of suspected child abuse, abandonment, or neglect.

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Revised 7/22/19
Revised 4/27/20
Revised 3/15/21

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Legal 48.981, 948, 948.095 Wis. Stats.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	USE OF TOBACCO AND NICOTINE BY STAFF MEMBERS
Code	po3215
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 17, 2022

3215 - **USE OF TOBACCO AND NICOTINE BY PROFESSIONAL STAFF MEMBERS**

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

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

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

Exceptions

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

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

Policy Specific Definitions

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

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

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

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

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

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

The term "tobacco products retailer" means retailers whose primary business is to sell tobacco and/or tobacco-related products.

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

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

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

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Book Staff Section Revisions
Section 3000 Staff/Personnel - Revisions
Title STAFF DRESS AND GROOMING
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3216 - STAFF DRESS AND GROOMING

The Board of Education believes that professional staff members set an example in dress and grooming for their students to follow.

The Board of Education authorizes the development of standards for staff dress and grooming that promote a professional educational atmosphere that gives consideration to the impact on the educational process and the diversity of the District's staff.

When assigned to District duty, all professional staff members shall follow the guidelines as identified in the Employee Handbook.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	WEAPONS
Code	po3217
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Adopted	May 16, 2016
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3217 - **WEAPONS**

The Board of Education prohibits professional staff members from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law.

Concealed Carry Permit Holders

Nothing in this policy prohibits an employee with a properly issued permit to carry a concealed weapon from exercising his/her the employee's rights consistent with Wisconsin's concealed carry law and the State and Federal gun free school zones laws. However, a staff member who is the holder of a concealed carry permit license issued or recognized by the State of Wisconsin may not, by virtue of Wis. Stat. 948.605(2)(b)1r, possess a concealed weapon anywhere in or on school grounds, including parking areas.

A staff member who is a concealed carry permit licensee may not carry a concealed weapon or otherwise store a weapon or ammunition in his or her the staff member's personal vehicle while transporting students for school-sponsored events or school-related purposes in his or her their own vehicle. This does not apply to the transportation of students related by blood or marriage to the staff member if only such students are being transported.

Definition of "Weapon"

For this policy, the term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives (subject to the exceptions below) razors with unguarded blades, clubs, electric weapons (as defined in 941.295(1c)(a), Wis. Stats.), metallic knuckles, martial arts weapons, chemical agents, ammunition, and explosives.

Exceptions to this policy include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off duty law enforcement officers, or out-of-state law enforcement officers;
- B. items approved by the Board as part of a class or individual presentation under adult supervision, including, but not limited to, hunters' education courses, if used for the purpose of and in the manner approved. Working firearms, except those protected at all times by a cable or trigger lock, and live ammunition shall never be approved;
- C. theatrical props used in appropriate settings;
- D. starter pistols used in appropriate sporting events.

The District Administrator may refer a staff member who violates this policy to law enforcement officials. The staff member may also be subject to disciplinary action, up to and including termination, as permitted by applicable Board policy.

Any staff member who has reason to believe that a person has or will violate this policy shall report to the school Principal or their supervisor immediately. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.

This policy shall be published and distributed to staff members annually. Publication is not a precondition to enforcement of this policy.

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T.C. 1/17/22

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Legal 120.13(1), Wis. Stats.
 175.60, Wis. Stats.
 939.22(10), Wis. Stats.
 941.295, Wis. Stats.
 943.13, Wis. Stats.
 948.605, Wis. Stats.
 948.61, Wis. Stats.
 18 U.S.C. 921(a)(3)
 18 U.S.C. 922
 20 U.S.C. 7151

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Book Staff Section Revisions

Section 3000 Staff/Personnel - Revisions

Title Copy of EVALUATION OF SUPPORT STAFF

Code po3220.01 - Merged with 3220 - DELETE

Status First Reading

Adopted May 16, 2016

~~42203220.01~~ **EVALUATION OF SUPPORT STAFF**

~~The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.~~

~~The goals of the Board's evaluation plan for support staff are:~~

- ~~A. to improve and reinforce the skills, attitudes, and abilities that enable a support staff member to be effective in achieving assigned job goals;~~
- ~~B. to identify and remediate weaknesses that prevent a support staff member from achieving the goals of assigned duties.~~

~~The District Administrator shall prepare administrative guidelines for the conduct of support staff member evaluations.~~

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	ETHICS AND CONFLICT OF INTEREST
Code	po3230
Status	First Reading
Adopted	May 16, 2016
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3230 - ETHICS AND CONFLICT OF INTEREST

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

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

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

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

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

5. the requirement of employees, students, or clients to purchase any private goods or services provided by an employee, officer, or agent or any business or professional practitioner with whom any employee, officer, or agent has a financial or other relationship, as a condition of receiving any grades, credits, promotions, approvals, or recommendations

C. Should exceptions to this policy be necessary in order to provide mandatory services to students or clients of the School District, all such exceptions will be made known to the employee's supervisor and will be disclosed to the District Administrator and approval of the Board of Education of Education before entering into any private relationship?

D. Professional e Employees, officers, and agents shall not make use of materials, equipment, or facilities of the School District for their own personal financial gain or business interest. Examples would be the use of facilities before, during, or after regular business hours for service to private practice clients, or the checking out of items from an instructional materials center for private practice.

E. Professional e Employees, officers, and agents shall not participate in the selection, award, and administration of any contract to an entity in which they have a pecuniary interest or from which they derive a profit, or in which a dependent of the employee has a pecuniary interest or from which the dependent derives a profit. 'Dependent' includes the employee's spouse; unemancipated child, stepchild, or adopted child under the age of eighteen (18); or individual for whom the employee provides more than one-half (1/2) of the individual's support during a year. A 'pecuniary interest' means an interest in a contract or purchase that will result or is intended to result in an ascertainable increase in the income or net worth of the employee or the employee's dependent who is under the direct or indirect administrative control of the professional employee or who receives a contract or purchase order that is reviewed, approved, or directly or indirectly administered by the employee.

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

However, pursuant to Federal rules, the School District has set standards for when an employee, officer, or agent may accept a gift of an unsolicited item of nominal value. For purposes of this section, 'nominal value' means that the gift has a monetary value of \$50.00 or less.

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

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

G. Professional e Employees, officers and agents found to be in violation of this conflict of interest policy will be subject to disciplinary action up to and including termination.

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

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

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

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Revised 4/27/20
Revised 11/16/20

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

7 C.F.R. 3016.36(b)(3)

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Adopted	May 16, 2016
Last Revised	November 16, 2020

3231 - **OUTSIDE ACTIVITIES OF STAFF**

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

- A. Staff members should not give work time to an outside interest, activity, or association without valid reason to be excused from assigned duties.
- B. Staff members shall not use school property or school time to solicit or accept customers for private enterprises without written administrative permission.
- C. Staff members shall not engage in business transactions on behalf of private enterprises in which s/he the staff member may profit by virtue of his/her their official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of his/her position or authority.
- D. Staff members shall not campaign on school property during duty hours on behalf of any political issue or candidate for local, State, or National office.

Research and Publishing

- A. Professional sStaff members are encouraged to contribute articles to professional publications and to engage in approved professional research.
- B. Materials that might be considered for publication and/or production, that identify the District in any manner, shall be cleared with the District Administrator prior to publication and/or production.
- C. Publications and productions shall be subject to the following copyright provisions:
 1. Rights to copyrights or patents of books, materials, devices, etc. developed by professional staff members on their own time will be relinquished by the Board upon request of the staff member provided that:
 - a. the books, materials, devices, etc. were prepared without the use of District data, facilities, and/or equipment;
 - b. the District is granted the privilege of purchasing the materials or products free of any copyright or royalty charges;
 - c. the staff member does not become involved in any way in the selling of the product to the District.

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

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

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

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

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

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Legal 17 U.S.C. 101 et seq.

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	PROFESSIONAL GROWTH
Code	po3242 - Does this apply to support staff? Yes
Status	First Reading
Adopted	May 16, 2016

3242 - PROFESSIONAL GROWTH

The School District of Manawa Board of Education is committed to providing opportunities for ongoing staff development and leadership development for all employee groups in order to achieve an enhanced learning environment for all staff and students.

The Board recognizes that effective staff development is one of the key components of an infrastructure that supports its schools and the system, as a whole, to manage change in a manner that encourages meaningful and sustained renewal and improvement. The Board, through its resolutions and the District Staff Development and Curriculum Committee, is committed to identifying staff development plans, strategies, and budgets as an integral part of all activities.

The Curriculum Director shall plan programs of staff development for staff members. Such staff development programs should be designed to address the professional development needs of staff members who are working at a particular level, involved in a particular course or subject, or need to be prepared for a new assignment. The development plan shall be designed to meet the needs of staff members or curriculum areas in each school.

Whenever feasible, principals will participate with their staff members in order to ensure better follow-up and support.

The Board may reimburse staff members for the costs incurred in participation therein, subject to prior approval of the District Administrator.

Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility.

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Legal	121.02(b), Wis. Stats. P.I. 8.01(2)(b), Wis. Adm. Code
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Last Modified by Melanie Oppor on June 22, 2023



Book Staff Section Revisions

Section 3000 Staff/Personnel - Revisions

Title PROFESSIONAL MEETINGS

Code po3243 - Does this apply to support staff employees? Yes

Status First Reading

Adopted May 16, 2016

3243 - PROFESSIONAL MEETINGS

The Board of Education encourages opportunities for **staff members** to develop increased competence attained **ed** through the performance of their assigned duties and through attendance of ~~professional~~ meetings.

For purposes of this policy, a ~~professional~~ meeting shall be defined as any meeting that is related to the activities, duties, or responsibilities of ~~professional~~ staff members as determined by the District Administrator.

The District Administrator shall prepare administrative guidelines to implement this policy.

The Board may reimburse actual and necessary expenses incurred in attending approved meetings.

Legal 118.24(5), Wis. Stats.

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	PERSONAL PROPERTY OF STAFF MEMBERS
Code	po3281
Status	First Reading
Adopted	May 16, 2016

3281 - PERSONAL PROPERTY OF STAFF MEMBERS

Employees may bring personal property, including personal communication devices, to school either for reasons associated with professional responsibilities or for use during off-duty time ~~(see Policy 7540-02)~~. The owner of the personal property bears all responsibility and assumes all risk for loss, damage, or misuse of said personal property while it is on Board of Education property.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS
Code	po3310
Status	First Reading
Adopted	May 16, 2016
Last Revised	July 17, 2017

3310 - **EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS**

The Board of Education acknowledges the right of its ~~professional~~ staff members, as citizens in a democratic society, to speak out on issues of public concern. When those issues are related to the District, however, including matters related to the performance of their job duties or responsibilities, the ~~professional~~ staff member's expression must be balanced against the interests of this District.

~~This section is in the Support Staff version but Not the Professional Staff version. Should it be included?~~

The following employee expectations are adopted by the Board of Education to help clarify and, therefore, avoid situations in which the support staff member's expression could conflict with the District's interests. In such situations, the employee should:

- A. state clearly that their expression represents personal views and not necessarily those of the School District;
- B. refrain from expressions that would disrupt harmony among co-workers or interfere with the maintenance of discipline by school officials;
- C. not make threats or abusive or personally defamatory comments about co-workers, administrators, or officials of the District;
- D. refrain from making public expressions that the employee knows to be false or are made without regard for truth or accuracy.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	GRIEVANCE PROCEDURE
Code	po3340 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	January 3, 2023

3340 - **GRIEVANCE PROCEDURE**

It is the policy of the District to treat all employees equitably and fairly in matters affecting their employment. This section shall apply to all regular full-time, part-time, limited, temporary, and seasonal employees shall be provided an opportunity to resolve certain matters affecting employment that the employee believes to be unjust.

This procedure is available in the case of any employee's disagreement with discipline or termination of employment, as well as a matter relating to workplace safety.

A grievance shall imply a dispute concerning an employee's discipline or termination of employment or a dispute concerning workplace conditions that affect workplace safety. Only one subject matter shall be covered in any one grievance. A written grievance shall contain:

- A. the name and position of the grievant;
- B. a clear and concise statement of the grievant, including the category of the grievance (i.e., employee termination, discipline, or workplace safety);
- C. the issue involved;
- D. the relief sought;
- E. the date the incident or violation took place;
- F. the specific section of the Policy Manual alleged to have been violated;
- G. the signature of the grievant and the date.

All employee grievances must be filed by the aggrieved employee(s). The grievance must be filed within five (5) business days after the employee knew or should have known of the cause of such grievance. The following procedures shall be followed:

A. **Principal/Supervisor:**

If an employee believes they have a matter subject to the grievance procedure they shall present the grievance to their immediate supervisor. If applicable, the employee shall perform the assigned task and grieve later. The Principal/Supervisor shall, within five (5) business days, inform the employee in writing of their decision.

B. **District Administrator:**

In the event the Principal's/Supervisor's decision does not resolve the problem, the employee may, within five (5) business days of the date the Principal's/Supervisor's written decision is issued, present their grievance in writing to the District Administrator. This grievance shall fully state the details of the problem and suggest a remedy. The District Administrator shall, within five (5) business days of receipt of the grievance, meet and discuss the grievance with the employee and then reply in writing within ten (10) business days. This step does not apply to any grievance related to action by the Board that

directly affects the grievant.

C. **Hearing Before an Impartial Hearing Officer:**

In the event the matter is not resolved to the employee's satisfaction by the District Administrator, the employee may, within five (5) business days of the date of the written decision of the District Administrator, request in writing that the matter be referred for a hearing before an impartial hearing officer. The Board of Education shall appoint a hearing officer for the purpose of conducting the hearing. If the District Administrator denies the grievance based on whether the grievance is timely or relates to a covered matter (i.e. workplace safety, discipline or termination), the matter shall be referred to the Board for determination of whether the grievance may proceed. If the Board determines that the grievance may proceed, it will then be referred to the Impartial Hearing Officer. The Board may appoint a hearing officer or panel of potential hearing officers from which to select an officer for this purpose either on an ad hoc basis or by resolution adopted for a school year and delegate to the District Administrator the responsibility to arrange for such hearing with one of the selected officers. When the grievant is the District Administrator, the Board President shall be responsible for selection of the hearing officer and arranging a hearing.

Each grievance shall be heard by a single hearing officer and such hearings shall be private. The employee and the District may present witnesses, and each side may select one (1) individual to attend the hearing as a representative. Any employee representative selected shall be at no expense to the District.

The Hearing Officer may only consider the matter presented to him/her in the initial grievance filed by the employee. The decision will apply exclusively to the employee presenting the grievance. The Impartial Hearing Officer shall have authority to run the hearing, including administering oaths, admitting evidence into the record, providing for transcription, etc. The Officer may not modify any Board policy and may not issue decisions on matters not presented to the Principal/Supervisor in the initial grievance. Any fees or costs charged by the impartial hearing officer shall be paid by the District.

D. **Board of Education:**

In the event that either party is dissatisfied with the hearing officer's decision, that party may within ten (10) business days, present the grievance in writing to the Board, who shall consider the matter within thirty (30) business days after its receipt, unless postponed by mutual agreement. The Board shall revise the decision of the impartial hearing officer and may either issue a decision or determine that additional evidence or testimony is necessary and provide for a hearing for that purpose.

The Board's decision shall be by a majority vote of a quorum present, which shall be final.

This procedure constitutes the exclusive process for the redress of employee grievances for the subject matter referred to herein. However, nothing in this grievance procedure shall prevent any employee from addressing concerns regarding matters not subject to the grievance procedure with administration and employees are encouraged to do so. Matters not subject to the grievance procedure that are raised by employees shall be considered by administration has final authority, subject to any applicable Board policy or directive, to resolve the matter.

Time limits contained in this grievance procedure outlined above may be extended by mutual consent of the parties. If any applicable time limit for advancing the grievance to the next step in the process is not met, the grievance shall be deemed resolved. Each employee shall be afforded any opportunity to be represented at each step of the grievance procedure by a representative of the employee's choice and at no expense to the District.

For purposes of this grievance procedure, the following definitions shall apply:

- A. "Workplace safety" means those conditions related to physical health and safety of employees enforceable under Federal or State law, or District rule related to: safety of the physical work environment, the safe operation of workplace equipment and tools, provision of protective equipment, training and warning requirements, workplace violence and accident risks.
- B. "Termination" does not include voluntary resignation or retirement, or the nonrenewal of an employment contract pursuant to 118.22 and 118.24 Wis. Stats., nor does it include position elimination due to a reduction in force under Policy 3131 - Reduction in Staff.
- C. "Employee discipline" refers to unpaid suspensions written reprimands, or demotion, but excludes performance conferences/evaluations, staff assignments, improvement plans, or oral counseling or reprimand unless a written record of the reprimand is placed in the employee's file.
- D. "Business days" means weekdays, excluding any District recognized holiday that falls on a weekday, but does not exclude weekdays during schedule break periods.

Revised 8/22/16
 Revised 4/27/20
 T.C. 3/15/21
 T.C. 1/17/22
 Revised 4/25/22
 T.C. 1/3/23

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Legal

66.0509(1m), 118.22, 118.24, Wis. Stats.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYEE ANTI-HARASSMENT
Code	po3362 - No Revision
Status	First Reading
Adopted	October 17, 2016
Last Revised	August 29, 2022

3362 - **EMPLOYEE ANTI-HARASSMENT**

Prohibited Harassment

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our employees.

The Board of Education will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, age, sex (including gender 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.), 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 or to participate in any communication with the employer about religious matters or political matters (collectively, "Protected Classes"), or any other characteristic protected by law in its employment practices (hereinafter referred to as "harassment"), and encourages those within the School District community as well as Third Parties, who feel aggrieved to seek assistance to rectify such problems. The Board prohibits harassment that affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

The Board will investigate all allegations of harassment and, in those cases where harassment is substantiated, take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the District's Compliance Officers will be posted throughout the District and published in any District statement regarding the availability of employment, staff handbooks, and general information publications of the District as required by Federal and State law and this policy.

Definitions

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Complainant: is the individual who alleges, or is alleged, to have been subjected to harassment, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged harassment.

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means business day(s) (i.e., a day(s) that the District office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).

Respondent: is the individual who has been alleged to have engaged in harassment, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged harassment.

School District community: means students and Board employees (i.e., administrators, and professional and support staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties: include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Bullying

Bullying rises to the level of harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

"Harassment" also includes "hate speech"—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice (e.g., swastikas).

Sexual Harassment

For purposes of this policy and consistent with Title VII of the Civil Rights Act of 1964, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other physical, verbal, or visual conduct based on sex constitutes sexual harassment when:

- A. a supervisory employee engages in harassing behavior towards a subordinate employee, regardless of whether such conduct creates a hostile work environment;
- B. acquiescence in or submission to such conduct is an explicit or implicit term or condition of employment;
- C. an individual's acquiescence in, submission to, or rejection of such conduct becomes the basis for employment decisions affecting that individual;
- D. such conduct is sufficiently severe, pervasive, and persistent such that it has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment;
- E. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism results in an adverse employment action for another employee or otherwise creates a hostile work environment;
- F. inappropriate boundary invasions by a District employee or other adult member of the District into a student's personal space and personal life.

Sexual harassment may involve the behavior of a person of any gender against a person of the same or another gender.

Sexual Harassment covered by Policy 2266/AG 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, is not included in this policy. Allegations of such conduct shall be addressed solely by Policy 2266/AG 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities.

Prohibited acts that constitute sexual harassment under this policy may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. unwanted physical and/or sexual contact;
- C. threats or insinuations that a person's employment, wages, promotion, assignments, or other conditions of employment may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, profanity, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, text messages, or social media postings;
- E. sexually suggestive objects, pictures, graffiti, videos, posters, audio recordings, or literature placed in the work environment that reasonably may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. asking or telling about sexual fantasies, sexual preferences, or sexual activities;
- H. speculation about a person's sexual activities or sexual history or remarks about one's own sexual activities or sexual history;
- I. giving unwelcome personal gifts, such as lingerie, that suggest the desire for a romantic relationship;
- J. leering or staring at someone in a sexual way, such as staring at a person's breasts, buttocks, or groin;
- K. consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment;
- L. inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life; and
- M. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Sexual relationships between staff members, where one staff member has supervisory responsibilities over the other, are discouraged as a matter of Board policy. Such relationships have an inherent possibility of being construed as sexual harassment because the consensual aspect of the relationship may be the result of implicit or explicit duress caused by uncertainty regarding the consequences of non-compliance.

Romantic or sexual relationships between District staff (teachers, aides, administrators, coaches or other school authorities) and a student is expressly prohibited. Any school staff member who engages in sexual conduct with a student may also be guilty of a crime and any information regarding such instances will be reported to law enforcement authorities.

Boundary Invasions

Boundary invasions may be appropriate or inappropriate. Appropriate boundary invasions make medical or educational sense. For example, a teacher or aide assisting a kindergartner after a toileting accident or a coach touching a student during wrestling or football can be appropriate. However, other behaviors might be going too far, are inappropriate and may be signs of sexual grooming. Inappropriate boundary invasions may include, but are not limited to the following:

- A. hugging, kissing, or other physical contact with a student;
- B. telling sexual jokes to students;
- C. engaging in talk containing sexual innuendo or banter with students;
- D. talking about sexual topics that are not related to curriculum;
- E. showing pornography to a student;
- F. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship");
- G. initiating or extending contact with students beyond the school day for personal purposes;

- H. using e-mail, text messaging, or websites to discuss personal topics or interests with students;
- I. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval;
- J. invading a student's privacy (e.g. walking in on the student in the bathroom, locker-room, asking about bra sizes or previous sexual experiences);
- K. going to a student's home for non-educational purposes;
- L. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student);
- M. giving gifts or money to a student for no legitimate educational purpose;
- N. accepting gifts or money from a student for no legitimate educational purpose;
- O. being overly "touchy" with students;
- P. favoring certain students by inviting them to come to the classroom at non-class times;
- Q. getting a student out of class to visit with the staff member;
- R. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and authorized to do so;
- S. talking to a student about problems that would normally be discussed with adults (i.e. marital issues);
- T. being alone with a student behind closed doors without a legitimate educational purpose;
- U. telling a student "secrets" and having "secrets" with a student;
- V. other similar activities or behavior.

Inappropriate boundary invasions are prohibited and must be reported promptly to one of the District Compliance Officers, as designated in this policy, the Building Principal or the District Administrator.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancstry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Age Harassment

Prohibited age-based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's age, being over age forty (40), and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment.

Race/Color Harassment

Prohibited race/color based harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race and/or color and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references regarding racial customs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability, perceived disability, or record of disability, and when the conduct has the purpose or effect of interfering with the individual's work performance; or of creating an intimidating, hostile, or offensive working environment. Such harassment may

occur where conduct is directed at the characteristics of a person's current or past disability or a perceived condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like. Such harassment may further occur where conduct is directed at or pertains to a person's genetic information.

Anti-Harassment Compliance Officers

The following individual(s) shall serve as the District's Anti-Harassment Compliance Officer(s) (hereinafter, "the Compliance Officer(s)" or "CO" "COs"):

~~Carmen O'Brien~~ Jeff Bortle
~~Business Manager~~ Dean of Students
 School District of Manawa
~~800 Beech~~ 515 E. Fourth Street
 Manawa, WI 54949
 920-596-584006
~~cobrien~~jbortle@manawaschools.org

~~Dr. Abe El Manssouri~~
 Michelle Johnson
 Manawa Middle School/Little Wolf High School Principal
 920-596-5310
 515 East 4th Street
 Manawa, WI 54949
~~aelmanssouri~~@manawaschools.org
 mjohanson@manawaschools.org

The Compliance Officer(s) are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding harassment.

Reports and Complaints of Harassing Conduct

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept reports of harassment directly from any member of the School District community or a Third Party or receive reports that are initially filed with an administrator, supervisor, or other District-level official. Upon receipt of a report of alleged harassment, the Compliance Officer(s) will contact the Complainant and begin either an informal or formal complaint process (depending on the request of the Complainant or the nature of the alleged harassment), or the District Administrator will designate a specific individual to conduct the process necessary for an informal or formal investigation. The Compliance Officer(s) will provide a copy of this policy to the Complainant and Respondent. In the case of a formal complaint, the Compliance Officer(s) will prepare recommendations for the District Administrator or will oversee the preparation of such recommendations by a designee. All Board employees must report incidents of harassment that are reported to them to the Compliance Officer within two (2) days of learning of the incident.

Any Board employee who directly observes harassment is obligated, in accordance with this policy, to report such observations to the Compliance Officer(s) within two (2) days. Additionally, any Board employee who observes an act of harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer(s) or designee must contact the Complainant, if age eighteen (18) or older, or Complainant's parents/guardians if the Complainant is under the age eighteen (18), within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

Members of the School District community along with Third Parties are encouraged to promptly report incidents of harassing conduct to an administrator, supervisor or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any administrator, supervisor, or other District official who receives such a report shall file it with the Compliance Officer within two (2) days of receiving the report of harassment.

Members of the School District community and Third Parties who believe they have been harassed by another member of the School District community or a Third Party are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment unless the complaining individual makes the complaint maliciously or with the knowledge that it is false.

Reporting procedures are as follows:

- A. Any employee who believes s/he has been the victim of harassment prohibited under this policy is encouraged to report the alleged harassment to the appropriate school official as identified in D below.
- B. Teachers, administrators, and other District officials who have knowledge of or receive notice that an employee has or may have been the victim of harassment prohibited under this policy shall immediately report the alleged harassment to the appropriate school official as defined in D below.

- C. Any other person with knowledge or belief that an employee has or may have been the victim of harassment prohibited by this policy shall be encouraged to immediately report the alleged acts to an appropriate school official as identified in D below.
- D. Appropriate District officials are as follows:
1. Any complaint under this policy shall be reported to the District's Compliance Officer unless the complaint is regarding the Compliance Officer. In such cases, the complaints shall be reported to the District Administrator, who will coordinate with the other appointed/designated CO, or, if appropriate appoint/designate another individual to serve as CO for the complaint regarding a CO.
 2. Any complaint under this policy regarding the District Administrator or Board Member that is received by the District Compliance Officer shall be referred to the Board's legal counsel, who shall assume the role of the District Compliance Officer for such complaints.
- E. The reporting party or Complainant shall be encouraged to use a report form available from the Principal of each building or available from the District office, but oral reports shall be considered complaints as well. Use of formal reporting forms shall not be mandated. However, all oral complaints shall be reduced to writing. Further, nothing in this policy shall prevent any person from reporting harassment directly to the District Administrator or other supervisory employee.
- F. To provide individuals with options for reporting harassment to an individual of the gender with which they feel most comfortable, the District shall designate both a male and a female District Compliance Officer.

If during an investigation of alleged bullying, aggressive behavior, and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to the Compliance Officer(s) who shall investigate the allegation in accordance with this policy. If the alleged harassment involves Sexual Harassment as defined by Policy 2266, the matter will be investigated in accordance with the grievance process and procedures outlined in Policy 2266. While the Compliance Officer investigates the allegation, or the matter is being addressed pursuant to Policy 2266, the Principal shall suspend the Policy 5517.01 investigation to await the Compliance Officer's written report or the determination of responsibility pursuant to Policy 2266. The Compliance Officer shall keep the Principal informed of the status of the Policy 1662 investigation and provide the Principal with a copy of the resulting written report. Likewise, the Title IX Coordinator will provide the Principal with the determination of responsibility that results from the Policy 2266 grievance process.

Investigation and Complaint Procedure

Except for sexual harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Program or Activities, any employee or other member of the School District community or Third Party (e.g., visitor to the District) who believes that they have been subjected to harassment or has witnessed harassment of another may seek resolution of the complaint through the procedures described below. The complaint process involves an investigation of the Complainant's claims of harassment or retaliation and a process for rendering a decision regarding whether the charges are substantiated.

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of harassment or retaliation with the United States Department of Education Office for Civil Rights ("OCR"), the Wisconsin Equal Rights Division, and/or Equal Employment Opportunity Commission ("EEOC"). The Chicago Office of the OCR can be reached at John C. Kluczynski Federal Building, 230 S. Dearborn Street, 37th Floor, Chicago, IL 60604; Telephone: 312-730-1560; FAX: 312-730-1576; TDD: 800-877-8339; Email: OCR.Chicago@ed.gov; Web: <http://www.ed.gov/ocr>.

Complaint Procedure

A Complainant who alleges harassment based on a protected class or retaliation may file a complaint, either orally or in writing: 1) with a Principal; 2) directly to one of the COs; or 3) to the District Administrator or other supervisory employee. As noted above, any complaint received regarding the District Administrator or a Board member shall be referred to the Board's legal counsel, who shall assume the role of the CO for such complaints. Additionally, if the complaint is regarding a CO, the complaint shall be reported to the District Administrator, who will consult with the other appointed/designated CO, if any, and if necessary appoint/designate another individual to serve in the role of CO for a complaint regarding a CO.

Due to the sensitivity surrounding complaints of harassment and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a Principal, District Administrator, or other supervisory employee, either orally or in writing, about any complaint of discrimination or retaliation, that employee must report such information to the CO within two (2) days.

Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All written complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the District Administrator. No temporary arrangements shall be disciplinary to either the Complainant or Respondent.

Within two (2) days of receiving a complaint, the CO will inform the Respondent that a complaint has been received.

The Respondent is not entitled to receive a copy of any written complaint unless the CO determines it is appropriate to do so; however, the Respondent will be informed about the nature of the allegations. The CO shall inform the Respondent of the requirements of this policy, which may include providing the Respondent with a copy of this policy or information about where to find it. Respondent shall be afforded the opportunity to submit a written response to the complaint. The CO shall inform the Respondent of the Respondent's deadline to provide the CO with the written response to the allegations in the complaint.

Within five (5) days of receiving the complaint, the CO will initiate an investigation by at a minimum confirming receipt of the complaint with the Complainant and informing the Complainant of the investigation process.

Although certain cases may require additional time, the CO or designee will attempt to complete an investigation into the allegations of harassment based on a protected class or retaliation within thirty (30) days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the District Administrator that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of harassment as provided in this policy and State and Federal law as to whether the Respondent engaged in harassment of or retaliation toward the Complainant. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the District Administrator.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the District Administrator or Board President, if the matter involves the District Administrator engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO, the District Administrator must either issue a written decision regarding whether or not the complaint of harassment has been substantiated or request further investigation. A copy of the District Administrator's final decision will be delivered to both the Complainant and the Respondent.

If the District Administrator requests additional investigation, the District Administrator must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the District Administrator must issue a final written decision as described above.

If the District Administrator determines the Respondent engaged in harassment of or retaliation toward the Complainant, the District Administrator must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the harassment or retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

The decision of the District Administrator shall be final. If the investigation results in disciplinary action, the employee subject to discipline is entitled to file a grievance pursuant to Board Policy 3340. Nothing in this policy shall be construed to prevent an employee from bringing a complaint before the Equal Employment Opportunity Commission or the Wisconsin Equal Rights Division.

The Board reserves the right to investigate and resolve a complaint or report of harassment regardless of whether the member of the School District community or Third Party alleging the harassment pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board.

The parties may be represented, at their own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint procedure is not a prerequisite to the pursuit of other remedies.

All timelines pertinent to the investigation process are intended to be guidelines to assure that the investigation proceeds with all deliberate efficiency. Failure of the CO to meet any specific timeline does not invalidate the investigation or provide a defense to the allegations.

Privacy/Confidentiality

The District will employ reasonable efforts to protect the rights of the Complainant, the Respondent(s), and all the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligation in an investigation of harassment. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of an investigation, the CO will determine whether confidentiality during the investigation process is necessary to protect the interests and reputations of those involved and/or to protect the integrity of the investigation and if so, shall instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that is learned or provided during the course of the investigation.

Directives During Investigation

The CO may recommend to the District Administrator placing any employee involved in an investigation under this Policy on administrative leave pending resolution of the matter. If the District Administrator is the Respondent, the CO shall make such recommendation to the Board. Administrative leave may be appropriate in situations in which protecting the safety of any individual or the integrity of the investigation necessitates such action.

The CO shall determine whether any witnesses in the course of an investigation should be provided a *Garrity* warning apprising the person of his/her obligations to answer questions truthfully and honestly while preserving the right against self-incrimination in the context of any resulting criminal investigation or prosecution.

Every employee interviewed in the course of an investigation is required to provide truthful responses to all questions. Failure to do so may result in disciplinary action.

Remedial Action and Monitoring

If warranted, appropriate remedial action shall be determined and implemented on behalf of the Complainant, including but not limited to counseling services, reinstatement of leave taken due to because of the discrimination, or other appropriate action.

The Board may appoint an individual, who may be an employee, to follow up with the Complainant to ensure no further discrimination or retaliation has occurred and to take action to address any reported occurrences promptly.

Sanctions and Disciplinary Action

The Board shall vigorously enforce its prohibitions against harassment/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further misconduct.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable law.

When imposing discipline, the District Administrator shall consider the totality of the circumstances. In those cases where harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies.

Where the Board becomes aware that a prior disciplinary action has been taken against the Respondent, all subsequent sanctions imposed by the Board and/or District Administrator shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Allegations Constituting Criminal Conduct

If the CO has reason to believe that the Complainant has been the victim of criminal conduct, such knowledge should be reported to local law enforcement. After such report has been made, the District Administrator shall be advised that local law enforcement was notified.

If the Complainant has been the victim of criminal conduct and the accused is the District Administrator, such knowledge should be reported by the CO to local law enforcement. After such report has been made, the Board President shall be advised that local law enforcement was notified.

Any reports made to local law enforcement shall not terminate the COs obligation and responsibility to continue to investigate a complaint of harassment. While the COs may work cooperatively with outside agencies to conduct concurrent investigations, the harassment investigation shall not be stopped due to the involvement of outside agencies without good cause after consultation with the District Administrator.

Reprisal

Submission of a good faith complaint or report of harassment will not affect the Complainant's or reporter's work status or work environment. However, the Board also recognizes that false or fraudulent claims of harassment or false or fraudulent information about such claims may be filed. The Board reserves the right to discipline any person filing a false or fraudulent claim of harassment or false or fraudulent information about such a claim.

The District will discipline or take appropriate action against any member of the School District community who retaliates against any person who reports an incident of harassment prohibited by this policy or participates in a proceeding, investigation, or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Miscellaneous

The District shall conspicuously post a notice including this policy against harassment in each school in a place accessible to the School District community and members of the public. This notice shall also include the name, mailing address, and telephone number of the COs, the name, mailing address, and telephone number of the State agency responsible for investigating allegations of discrimination in educational employment, and the mailing address and telephone number of the United States Equal Opportunity Employment Commission.

A link to this policy and any related administrative guidelines shall appear in the employee handbook and a copy shall be made available upon request of employees and other interested parties.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment. The District Administrator shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District staff at such times as the Board in consultation with the District Administrator determines is necessary or appropriate.

The Board will respect the privacy of the Complainant, the individuals against whom the complaint is filed, and the witnesses as much as practicable, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery, disclosure, or other legal obligations.

Retention of Investigatory Records and Materials

The CO(s) is responsible for overseeing retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but are not limited to:

- A. all written reports/allegations/complaints/statements;
- B. narratives of all verbal reports, allegations, complaints, and statements collected;
- C. a narrative of all actions taken by District personnel;
- D. any written documentation of actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities;

- E. narratives of, notes from, or audio, video, or digital recordings of witness statements;
- F. all documentary evidence;
- G. e-mails, texts, or social media posts pertaining to the investigation;
- H. contemporaneous notes in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.) pertaining to the investigation;
- I. written disciplinary sanctions issued to students or employees and a narrative of verbal disciplinary sanctions issued to students or employees for violations of the policies and procedures prohibiting discrimination or harassment;
- J. dated written determinations to the parties;
- K. dated written descriptions of verbal notifications to the parties;
- L. written documentation of any supportive measures offered and/or provided to Complainant and/or the Respondent, including no contact orders issued to both parties, the dates issued, and the dates the parties acknowledged receipt;
- M. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- N. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Code of Conduct and/or Employee Handbooks);
- O. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment;
- P. documentation of any training provided to District personnel related to this policy, including but not limited to, notification of the prohibitions and expectations of staff set forth in this policy and the role and responsibility of all District personnel involved in enforcing this policy, including their duty to report alleged violations of this policy and/or conducting an investigation of an alleged violation of this policy;

It is suggested the following records also be maintained, as appropriate.

- Q. documentation that any rights or opportunities that the District made available to one party during the investigation were made available to the other party on equal terms;
- R. copies of any notices sent to the alleged perpetrator/responding party of the allegations constituting a potential violation of this policy;
- S. copies of any notices sent to the Complainant and the Respondent in advance of any interview, meeting, or hearing;
- T. copies of any documentation or evidence used during informal and formal disciplinary meetings and hearings, including the investigation report, and any written responses submitted by the Complainant or the Respondent.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 7/22/19

Revised 4/27/20

Revised 1/17/22

T.C. 8/29/22

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Legal 111.31, 118.195, 118.20, Wis. Stats.
 29 U.S.C. 621 et seq., Age Discrimination in Employment Act of 1967
 29 U.S.C. 794, Rehabilitation Act of 1973
 42 U.S.C. 1983
 42 U.S.C. 2000d et seq., Title VI of the Civil Rights Act of 1964
 42 U.S.C. 2000e et seq., Title VII of the Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

29 U.S.C. 6101, The Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., Americans with Disabilities Act of 1990, as amended

29 C.F.R. Part 1635

National School Boards Association Inquiry and Analysis - May 2008

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	THREATENING BEHAVIOR TOWARD STAFF MEMBERS
Code	po3362.01 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	November 16, 2020

3362.01 - **THREATENING BEHAVIOR TOWARD STAFF MEMBERS**

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

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

The District Administrator may administer guidelines to implement procedures for complaints and for investigation, as well as resolution of complaints.

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Legal Chapter 947, Wis. Stats.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	GROUP HEALTH PLANS
Code	po3419 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	July 17, 2017

3419 - GROUP HEALTH PLANS

The Board of Education shall have discretion to establish and maintain group health plans for the benefit of eligible employees. These group health plans may provide certain health benefits through as permitted by law.

The Board has elected to provide minimum value health coverage for some or all of its eligible employees. The terms and conditions of the health coverage are set forth in the appropriate plan documents.

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	PATIENT PROTECTION AND AFFORDABLE CARE ACT
Code	po3419.03
Status	First Reading
Adopted	July 17, 2017
Last Revised	November 16, 2020

3419.03 - **PATIENT PROTECTION AND AFFORDABLE CARE ACT**

The Board of Education acknowledges that the Patient Protection and Affordable Care Act ("ACA") imposes certain obligations upon the District. Such obligations may include the following:

- A. The District shall notify new employees of health insurance options available through the Health Insurance Marketplace within fourteen (14) **calendar** days of an employee's employment start date. Such notice shall be consistent with the sample notice language provided by the U.S. Department of Labor.
- B. Employees of the District have the option to enroll in the Health Insurance Marketplace. If a full-time employee (as defined by the ACA) of the District enrolls in the Health Insurance Marketplace and receives a subsidy, then the District may be liable for a penalty.

In event that the District concludes that it is fiscally-wise to incur the potential penalty in lieu of providing affordable, minimum value coverage to all full-time employees, the District shall incur the potential penalty.

T.C. 11/16/2020

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Legal	26 USC 4980H
	29 USC 218B

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	BENEFITS
Code	po3425 - No Revision
Status	First Reading
Adopted	May 16, 2016
Last Revised	December 19, 2022

3425 - **BENEFITS**

It is the Board of Education's policy to provide a competitive and comprehensive package of employee benefits to its employees to effectively attract and retain high- quality employees.

The Board retains final authority to establish, modify, rescind, add, or in any way affect employee benefits.

Covered employees shall be provided continuation rights to the extent required under applicable provisions of the Consolidated Omnibus Budget Reconciliation Act (COBRA).

The Board shall determine annually, in conjunction with the budget process, the anticipated shared cost of all employee benefits, specifying both employee and employer share of applicable premiums through Board action.

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Legal Consolidated Omnibus Budget Reconciliation Act of 1985 Pub. L. 99-272

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	LEAVES OF ABSENCE
Code	po3430
Status	First Reading
Adopted	May 16, 2016
Last Revised	April 27, 2020

3430 - LEAVES OF ABSENCE

Employees must submit a written request for an unpaid leave of absence to the Board of Education and shall state the reason for the leave and the expected duration of the leave.. The Board of Education 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/the employee 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.

This policy governs leaves in addition to leave under Policy 34430.01 (FMLA); however, any leave under this policy that is also qualifying leave under Policy 3430.01 will be designated as such and count towards the employee's leave entitlement. Approved leave under this policy shall state the conditions applicable to the employee's return to work. Nothing in this policy shall serve as a guarantee of any job protection for leave beyond otherwise protected leave.

Any professional staff member granted a leave of absence by the Board shall be considered to have stopped performance of all work with the District until the completion of the leave. Exceptions may be made by the District Administrator in cases where the best interest of the District might be served.

Revised 7/17/17

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	NURSING MOTHERS - NON-EXEMPT EMPLOYEES
Code	po3430.05
Status	First Reading
Adopted	May 16, 2016

3430.05 - **NURSING MOTHERS - NON-EXEMPT EMPLOYEES**

As required by the Fair Labor Standards Act (FLSA) it shall be the policy of the Board of Education to support the decision of support staff members to breastfeed their infants by providing unpaid breaks for lactating employees to express breast milk for infants on District premises.

The building administrator shall designate a private area, other than a restroom, where an employee can express breast milk. The designated area shall be a space where intrusion from coworkers, students, and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Prior to returning to work from maternity leave, the employee shall notify her supervisor of her intent to continue breastfeeding her infant(s), and of her need to express milk during work hours. It shall be the responsibility of the employee to keep her supervisor informed of her needs in this regard throughout the period of lactation.

The employee can express milk during regularly scheduled unpaid break periods. The building administrator or employee's supervisor shall make accommodation in the event that the time of regular breaks needs to be adjusted or, in the event that additional and/or longer unpaid breaks are needed. In the event that the number and duration of the unpaid breaks requires modification to the employee's work schedule, the building administrator or the employee's supervisor shall work with the employee to determine the necessary modifications.

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Legal 29 U.S.C. 207 (Section 4207)

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Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	EMPLOYEE LEAVES
Code	po3431
Status	First Reading
Adopted	May 16, 2016
Last Revised	March 15, 2021

3431 - **EMPLOYEE LEAVES**

The Board of Education recognizes that there may be instances in which employees can not report to work and recognizes that in certain circumstances it is appropriate to provide compensation or job protection during those absences. The leave provided for in this policy is provided in conjunction with other Board leave policies, including Policy 3161 (Unrequested Leaves of Absence), Policy 3430.01 (FMLA) and Policy 3430 (Leaves of Absence).

A. Bereavement Leave

Staff members are eligible for bereavement leave as specified in the Employee Handbook.

B. Military Leave

Staff members will be afforded protected leave from employment to perform their obligations to the United States Armed Forces, whether for reserve duty or a call to active duty, and potential deployment. Leave shall be provided in accordance with the law.

C. Leave for Jury Duty

Staff members who are called to perform their civic responsibility as potential jurors shall be excused without penalty for any days or portion of days on which the staff member is required to report. Staff members shall inform their immediate supervisor when they are called for jury duty or a court appearance. Staff members that miss work due to jury duty must provide verification from the court that they attended on that date.

Staff members receive full pay and are required to designate the school as the payee on the check received from the court or pay the amount shown on their jury duty record slip less travel allowance within fifteen (15) days of return from jury duty.

While on jury duty, staff members are required to report daily their schedule for the following day and must report to work when excused for a day or more.

Staff members must submit to the Business Manager a court record of the number of days served.

D. Volunteer Firefighter, Emergency Medical Technician, First Responder, or Ambulance Driver

A staff member who is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation may be late for or absent from work without pay if the lateness or absence is due to the staff member responding to an emergency that begins before the staff member is required to report to work and if the staff member complies with all of the following requirements:

1. By no later than thirty (30) days after becoming a member of a volunteer fire department or fire company or becoming affiliated with an ambulance service provider, submits to the District a written statement signed by the chief of the volunteer fire department or fire company or by the person in charge of the ambulance service provider notifying the District that the staff member is a volunteer firefighter, emergency medical technician, first responder, or ambulance driver for a volunteer fire department or fire company, a public agency, or a nonprofit corporation;

2. When dispatched to an emergency, makes every effort to notify the District that the staff member may be late for or absent from work due to the staff member responding to the emergency or, if prior notification cannot be made due to the extreme circumstances of the emergency or the inability of the staff member to contact the District, submits to the District a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider explaining why prior notification could not be made; and
3. When late for or absent from work due to responding to an emergency, provides, on the request of the District, a written statement from the chief of the volunteer fire department or fire company or from the person in charge of the ambulance service provider certifying that the staff member was responding to an emergency at the time of the lateness or absence and indicating the date and time of the response to the emergency.

When the status of a staff member as a member of a volunteer fire department or fire company or as an affiliate of an ambulance service provider changes, including termination of that status, the staff member shall notify the District of that change in status.

E. Organ Donor Leave

A staff member may take up to six (6) weeks of leave in a twelve (12) month period as necessary for the employee to undergo a bone marrow or organ donation procedure and to recover from the procedure. The employee may be required to provide written medical certification that s/he will serve as a donor and the amount of leave time necessary.

Leave taken for this purpose is unpaid, however, an employee is eligible to substitute available accrued paid leave for all or some of the leave taken under this policy. An employee must provide as much advance notice as possible so as not to unduly disrupt the District's operations. The employee will be returned to the same position upon return or if that position is no longer available an equivalent position and shall not lose any benefits during leave, including the right to continue health insurance coverage as provided for in the District's FMLA policy, Policy 3430.01.

F. Leave for Voting

A staff member who is eligible to vote may take up to three (3) consecutive hours of unpaid leave to vote while the polls are open on Election Day. The staff member must submit a leave request to the District Administrator prior to Election Day. The District Administrator must approve the leave, but may identify a specific three (3) hour period during the staff member's work hours that the staff member is permitted to utilize for voting.

Leave for voting is provided on an unpaid basis. However, the District Administrator may approve the leave with pay or allow the employee to substitute paid leave for the unpaid Election Day leave. Staff members may not be penalized for using voting leave.

G. Election Official Leave

The District Administrator shall approve a one (1) day unpaid leave of absence for any staff member who is appointed to serve as an election official, provided the staff member has given the District at least seven (7) days' notice of the leave. In accordance with State law, the District may request confirmation from the municipal clerk of the staff member's appointment as an election official.

Leave to serve as an election official is provided on an unpaid basis. If available, a staff member may substitute paid leave such as personal leave. Staff members may not be penalized for using leave to serve as an election official.

H. Leave to Testify

Any employee who is issued a subpoena to testify in a criminal court proceeding shall be provided the following:

1. If the proceeding relates to a criminal matter under Chapters 48 or 938 of the Wisconsin Statutes, the employee may not be discharged from employment for absences due to testifying, provided that the employee provides notice within one (1) business day of receiving the subpoena;
2. Any employee subpoenaed to testify in a matter that involves a crime committed against the employer or against the employee in the course of employment (including an act committed by a juvenile that would be a crime if committed by an adult), shall be provided paid time off to do so such that no loss of wages or benefits occurs as a result of compliance with the subpoena.

I. Administratively Approved Leave

Staff members are eligible for administratively approved leave as specified in the Employee Handbook.

Revised 7/17/1
 Revised 4/27/2020
 T.C. 11/16/2020
 T.C. 3/15/21

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Legal

7.33, 103.88, Wis. Stats.

Last Modified by Melanie Oppor on June 22, 2023



Book Staff Section Revisions

Section 3000 Staff/Personnel - Revisions

Title JOB-RELATED EXPENSES

Code po3440

Status First Reading

Adopted October 1, 2015

Last Revised January 3, 2023

3440 - JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any ~~professional~~ staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board of Education and in accordance with the District Administrator's administrative guidelines.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6110.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his or her designee), must apply to travel under Federal awards.

The validity of payments for job-related expenses shall be determined by the District Administrator.

Revised 6/19/17
T.C. 1/3/23

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Legal 2 C.F.R. 200.474

 5 U.S.C. 5701-11

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	UNAUTHORIZED WORK STOPPAGE
Code	po3531
Status	First Reading
Adopted	May 16, 2016
Last Revised	March 15, 2021

3531 - **UNAUTHORIZED WORK STOPPAGE**

The Board of Education is obligated and committed to provide certain basic services to students participating in District programs.

Recognizing the fact that the District, for various reasons, could experience an unauthorized work stoppage, the Board remains committed to providing educational and related services.

~~Professional staff~~ Staff members who fail to perform their normal duties when so required as part of a concerted unauthorized work stoppage will be subject to loss of pay and fringe benefits, including paid insurance coverage, as well as disciplinary measures in accordance with the laws of the State.

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Legal 111.70(4)(L), Wis. Stats.

Last Modified by Melanie Oppor on June 22, 2023



Book	Staff Section Revisions
Section	3000 Staff/Personnel - Revisions
Title	STAFF EVALUATION AND EDUCATOR EFFECTIVENESS
Code	po3220 - Merged all staff
Status	First Reading
Adopted	May 16, 2016
Last Revised	March 15, 2021

3220 - **STAFF EVALUATION AND EDUCATOR EFFECTIVENESS**

The Board of Education is responsible for the employment and discharge of all personnel. To carry out this responsibility, it delegates to the District Administrator the function of developing professional staff job descriptions for Board approval in accordance with Policy 3120.01 - Job Descriptions. The District Administrator is responsible for implementing approved job descriptions, a program of personnel assessment that identifies specific criteria and a systematic procedure to evaluate staff. This procedure shall include an appropriate and approved Educator Effectiveness program for the evaluation of teachers and principals in the District.

A professional staff member shall be given a copy of any documents relating to his/her performance that will be placed in the personnel file.

Licensed Teachers and Principals/Directors

Evaluations shall be conducted annually for all principals and directors.

Evaluations shall be conducted in the first three years of employment and at least every third year thereafter for instructional staff, or more frequently as determined by the administration or the protocols of the Educator Effectiveness program adopted and used by the Board. Pursuant to Wisconsin's Educator Effectiveness law, the Board delegates to the District Administrator the task of selecting and implementing an approved Educator Effectiveness program such that the District is in compliance with State law.

The Board will use the educator effectiveness model available from CESA 6 and will assess, upon the recommendation of the District Administrator, whether to use an alternative program.

Evaluations shall be conducted based on the model in place and consistent with applicable State law and the District's guidelines.

A positive rating from the educator effectiveness model does not necessarily preclude the District from taking adverse employment action towards an employee for other performance or conduct-related reasons, or from implementing remedial or performance improvement measures.

Support Staff

The Board of Education recognizes the importance of implementing a program of support staff member evaluations for the purpose of promoting individual job performance and improving services to students.

The goals of the Board's evaluation plan for support staff are:

- A. to improve and reinforce the skills, attitudes, and abilities that enable a support staff member to be effective in achieving assigned job goals;
- B. to identify and remediate weaknesses that prevent a support staff member from achieving the goals of assigned duties.

The District Administrator shall prepare administrative guidelines for the conduct of support staff member evaluations.

T.C. 3/15/21

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Legal P.I. 8.01(2q), P.I. 47 Wis. Adm. Code
118.225, 118.30, 121.02 (1) (q) Wis Stats
20 USC 6311

Last Modified by Melanie Oppor on June 22, 2023



Students choosing to excel; realizing their strengths.

School District of

Manawa

English Learner (EL) Plan

Meeting the Needs of ALL Students

Approved by the Manawa Board of Education on

July , 2023

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Procedure for Identifying Incoming EL Students

- Families complete the Enrollment Form, including the Home Language Survey (HLS).
- All Home Language Surveys are sent to the EL Coordinator.
- When a language other than English is indicated, the EL Coordinator sends the Home Language Survey to the building principal. Hard copy will be filed in the cumulative folder when the identification process is complete. All other Home Language Surveys are sent to building secretaries to be filed in students' cumulative folders.
- EL Coordinator researches student's cumulative folder for EL information. (i.e. previous Home Language Surveys, previous placements or servicing, previous assessments, forms written in another language, the student's previous school is not in the USA)
- EL Coordinator consults previous assessments when questionable information is found.

If a Language Proficiency Level is found:	If a Language Proficiency Level is NOT found:
<ul style="list-style-type: none"> • If a current ACCESS score of 1.0-5.9 does exist, the EL Coordinator will designate the student as requiring appropriate EL services (<i>if a student in grades 4-12 has a current ACCESS score of 5.0-5.9 and there are school records to support academic success, the EL coordinator will proceed with the manual reclassification process</i>). • EL Coordinator will contact parent/guardian to review language results and EL services. • EL Coordinator places the original copy of Parent Approval Form or Refusal of Services Form in the student's cumulative folder in the main office. • EL Coordinator will update Skyward. • EL Coordinator uses results from current ACCESS scores to write Language Development Plan (LDP) for appropriate services. • The EL Coordinator will update the building principal regularly of students identified for EL services and for those students not qualifying for services. 	<ul style="list-style-type: none"> • EL Coordinator contacts parents/guardians to discuss student's educational and language background either before or after screener as appropriate. • If there is not a current ACCESS score, the EL Coordinator will conduct a WIDA MODEL (Kindergarten) or W-APT screener to determine the student's present English language proficiency level. • Parent or guardian will meet with the EL Coordinator to review language results and EL services. • EL Coordinator will place the original copy of Parent Approval Form or Refusal of Services Form and screener in the student's cumulative folder in the main office. • EL Coordinator will update Skyward. • EL Coordinator uses results from screeners or current ACCESS scores to write a Language Development Plan (LDP) for appropriate services. • The EL coordinator will update the building principal regularly of students identified for EL services and for those students not qualifying for services.

EL Screening Process

All new registrants who are potentially Limited English Proficient (LEP) and have no previous Language Proficiency identification will be screened. The School District of Manawa utilizes the WIDA MODEL or W-APT. The WIDA MODEL is used for Pre-K, Kindergarten and first semester 1st grade students. The W-APT assesses students in second semester 1st grade -12th grade. This screening is to be completed within 30 days if at the beginning of school in September, or 14 days after September 30. (DPI—ESEA bulletin number 07.01)

- Based on information gathered during the identification process, the EL Coordinator will screen potentially LEP students.
- The EL Coordinator will ensure the district has the necessary screening materials available.
- The EL Coordinator will be trained to administer screeners.
- Upon completion of the screener, the EL Coordinator fills out the composite score calculation.
- EL Coordinator will reference WIDA.us score calculator.
 - If the student scores below a 5.1, the student is most likely eligible for services. In some cases, more information is needed before eligibility can be determined.
 - If the student scores a 5.1 or above on the screener, it should be noted that the student is not Limited English Proficient and does not qualify for services.
- The principal is informed of the screening results.
- EL Coordinator will file all results in Skyward.

EL Placement

Age-Appropriate Placement

EL students will be placed in an age-appropriate setting. There is a normal age range when placing students at grade level. The following table shows that range.

Grade	Normal Age Range	Maximum Age Range
K	5-6	7
1	6-7	8
2	7-8	9
3	8-9	10
4	9-10	11
5	10-11	12
6	11-12	13
7	12-13	14
8	13-14	15
9	14-15	16
10	15-16	17
11	16-17	18
12	17-18	19-21

A student should not be retained if such retention will result in the student attaining an age **above** the stated maximum. Retention of students within normal age ranges should be based on developmental progress rather than language or academic achievement

“Retention of students in grade “solely based on language” is considered a civil rights violation by OCR (Office for Civil Rights, US ED) and runs counter to research on best practices for these students.”

Tim Boals, WI DPI

Referrals of EL Students to Other Programs School-based Programs and Extracurricular Activities

In the School District of Manawa, students identified as English Learners (ELs) are full-fledged members of their respective school communities. ELs are provided equal access to the full range of district programs, including, but not limited to, special education, gifted and talented, Title 1, and all non-academic and extracurricular activities. The district encourages all students, including those identified as English Learners, to become involved in extracurricular and non-

academic activities, such as sports, clubs, and organizations. None of these may discriminate based on language.

Application Process for School-Based and Extra-Curricular Activities

At times, the district will offer special opportunity programs or activities to its students. The district assures that the application process and selection for these programs will not be dependent on a student's proficiency in English.

Special Education

The School District of Manawa does not place any student in a special education program based on his/ her English proficiency. The guidelines for special education are the same for both EL and non-EL students in accordance with the Individuals with Disabilities Act. When necessary, arrangements may be made for translators to assist with testing when it is determined that a special education evaluation is appropriate and the student's level of English proficiency would not yield reliable test results. English Learners identified as special education students may continue to receive EL services as determined by the student's IEP. EL modifications and accommodations would be made in the regular classroom by the regular classroom teacher. Special education services will be provided by appropriately qualified special education teachers.

Special Programs and Related Services

EL students will receive equal access to all district special opportunity programs. These programs include, but are not limited to Title I and at-risk programming, gifted and talented, literacy coaches, speech and other forms of special education, vocational and technical courses, and all extracurricular and nonacademic activities available to other students. The district assures that the selection or application process for special opportunity programs will not rely solely on measures of English language proficiency. The School District of Manawa will seek to provide assistance necessary for effective participation by EL students in these programs.

Assessment

Screeners

W-A APT and WIDA Model (Kindergarten) are the screener tests used to determine the student’s English language proficiency level.

ACCESS for ELLs 2.0

ACCESS for ELLs 2.0 is aligned with the WIDA English Language Development Standards and assesses each of the four language domains of Listening, Speaking, Reading, and Writing. It is given annually to monitor students’ progress in acquiring academic English.

The ACCESS test is administered during strict time parameters determined by the Wisconsin department of Public Instruction. Students’ in grades 1-12 complete the test in the online format, while the kindergarten and Alternate ACCESS for ELLs are completed in paper format.

ACCESS for ELLs 2.0 Online administration allows for students in multiple grade-level clusters and tiers to be within the same group for ease of administration. See below for exceptions to this.

Can administer together:	Exceptions (Must Administer Separately):
Same domain, different grade-level clusters and tiers <ul style="list-style-type: none"> Ex: During the Writing test session, students taking either Tier A and Tier B/C and/or students from Grade-level clusters 4-5 and 6-8 can be together. 	Speaking Pre Tier A <ul style="list-style-type: none"> Administer separately from students taking the Tier A and Tier B/C Speaking tests.
Writing domain, students who keyboard and handwrite in booklets	Writing 1 and 2-3 <ul style="list-style-type: none"> Cannot be combined with Writing test sessions for Grades 4-5, 6-8, and 9-12. Must be separated into test sessions by both grade-level cluster and tier (e.g. Grade 1 Tier A, Grade 1 Tier B/C, Grades 2-3 Tier A, and Grades 2-3 Tier B/C).
	Kindergarten <ul style="list-style-type: none"> All individually administered.
<p>Test domains should not be combined into one test session. For example, the Listening test should be administered in a different test sessions than the Reading, Writing, or Speaking test.</p>	

The image below outlines the Tier Placement Protocol educators use in assigning tiers with ACCESS for ELLs 2.0. It is important to note that while the Tier Placement Protocol is defined by three tiers, within the Speaking domain you will only see two potential tiers: A and B/C. The criteria below still encompass all relevant information regarding tier placement for the Speaking domain as well as the Listening, Reading, and Writing domains.

Level 1 Entering	Level 2 Emerging	Level 3 Developing	Level 4 Expanding	Level 5 Bridging	Level 6 - Reaching
<p>TIER A is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> • have arrived in the U.S. or entered school in the U.S. within this academic school year without previous instruction in English, OR • currently receive literacy instruction ONLY in their native language, OR • have recently tested at the lowest level of English language proficiency 					
<p>TIER B is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> • have social language proficiency and some, but not extensive, academic language proficiency in English, OR • have acquired some literacy in English though have not yet reached grade level literacy 					
		<p>TIER C is most appropriate for English language learners who:</p> <ul style="list-style-type: none"> • are approaching grade level in literacy and academic language proficiency in the core content areas, OR • will likely meet the state's exit criteria for support services by the end of the academic year 			

EL Expectations and Teaching Suggestions by English Proficiency Level

Level One Students (ENTERING):

- Have a few isolated English words and expressions
- Produce words, phrases, or chunks of language when presented with one-step commands, directions, wh- questions, or statements with visual graphic support
- Are in a silent period of infrequent verbal communication, during which they are working to make sense of a new language, culture, and educational setting
- Benefit from an accepting and encouraging environment
- Benefit from one or two same-sex buddies who can show them how to adjust to the new school environment
- Benefit from the use of visuals, pantomime, and hands-on activities, which will provide them ways to be active participants in class activities

Level Two Students (BEGINNING):

- Function in conversational and academic English with hesitancy and difficulty
- Understand only parts of lessons and simple directions
- Produce phrases or short sentences
- Have pre-emergent or emergent skills in reading and writing English
- Are significantly below grade level in ability to function in English
- Understand only some spoken English that deals with subjects they are already familiar with
- May become frustrated with their own rate of English language acquisition and may appear to be uncooperative
- Benefit from an accepting and encouraging environment
- Benefit from much visual support in instruction (think stick figures)
- Benefit from teachers who model and encourage correct usage in a positive way
- Benefit from teachers who avoid the use of idiomatic language

Level Three Students (DEVELOPING):

- Speak and understand “hallway” and academic English with decreasing hesitancy and difficulty
- Produce expanded sentences in oral interaction or written paragraphs
- Are developing reading and writing skills (which probably lag behind listening and speaking skills)
- Are often thought to have better comprehension than is the case
- May be reluctant to ask the questions they need to ask from a desire to fit in and not appear needy
- Still face a significant challenge when learning academic vocabulary
- Benefit from assistance when demonstrating academic knowledge in content areas
- Benefit from significant support to acquire knowledge in the content areas

Level Four Students (EXPANDING):

- Speak and understand conversational English without apparent difficulty
- Continue to acquire reading and writing skills in content areas
- Still need assistance to achieve grade level expectations in the reading and writing skills in many content areas
- Still have difficulty reading between the lines
- Are challenged by complex sentence structure and specialized vocabulary
- Will often have difficulty with usage variations and idiomatic language
- Benefit from continued support in acquiring the language skills and specialized vocabulary needed to succeed in the content areas
- Benefit from teachers who are sensitive to their desire to avoid the appearance of needing help

Level Five Students (BRIDGING):

- Understand and speak conversational English well

- Are nearly proficient in reading, writing, speaking, and content area skills needed to achieve grade-level expectations
- Are still refining writing skills and expanding vocabulary
- Still benefit from occasional support

Level Six Students (Formally EL):

Formerly LEP (Limited English Proficient)/ Now Fully English Proficient

A note about new arrivals: Students who are newly arrived from their home country are not only dealing with a new language and school environment, but they are also coming to terms with the loss of friends, familiar surroundings, and food (think school cafeteria). Often, they have left an extended family support network behind. Our climate may be shocking and unbearable. They may be chronically unprepared for the weather and school activities. They can exhibit an initial enthusiasm toward learning English, which might be followed by a period of moodiness, withdrawal, and lack of cooperation. They have realized how difficult it will be to learn English. They may be reluctant to ask questions because it is inappropriate in their home culture. Communication patterns in the home culture between children and adults may lead to behavior considered rude or inappropriate in mainstream US culture. Teachers can focus on modeling the behavior they would like to elicit.

Modifications & Accommodations for EL Students

The School District of Manawa will provide modifications and accommodations to identified English Learners in grades PreK-12 to assist them in achieving the overall goals of the district. The WIDA Standards, in conjunction with the Common Core State Standards, will provide the foundation for English language acquisition and the academic development of identified ELs in the district. The school district is aware that English academic language proficiency may take between five and ten years. It is understood that this time frame can be impacted by the student's previous educational and social experiences.

A number of different modifications and accommodations will combine to provide a support that meets the needs of all identified English Learners in the district. The design of each Language Development Plan (LDP) will be flexible each year according to each student's proficiency levels and needs. These modifications and accommodations include, but are not limited to:

- Use graphic organizers
- Pre-teach vocabulary
- Provide background knowledge for cultural-related topics
- Prepare note pages
- Provide study guides to organize material
- Emphasize important information after lesson
- Give directions in writing
- Use cooperative learning groups
- Provide peer tutoring
- Provide mentor tutoring
- Teach study skills
- Teach basic note taking skills
- Allow access to computerized programs
- Allow bilingual/electronic translator dictionaries
- Provide bilingual picture dictionaries at appropriate grade level
- Highlight key concepts in textbooks and/or provide modified versions of text
- Provide digital copies of books
- Use adapted or modified textbooks
- Allow and use of computer/word processing for papers
- Allow copying from book
- Adapt class worksheets – modify or shorten assignments based on ELP level
- Provide extended time for assignments
- Do not deduct for spelling and grammar errors in writing assignments
- Allow assignments to be done in a different manner (ex. Speak rather than writing or write rather than speak)

- Allow students to answer test questions orally
- Provide word banks for fill-in-the-blank tests
- Provide matching activities
- Shorten test length
- Create an alternative assignment
- Extend time for tests
- Require only selected test items
- Read test to student
- Use portfolios (body of work) to assess
- Allow test corrections
- Other modifications/accommodations based on specific student need

Transition from EL Services & Monitoring Performance

Through a reclassification process, students are exited (from the EL program) and monitored when they meet state and federal criteria as delineated in DPI English Learner Policy Handbook.

The requirements for reclassification are the following: (quoted from the DPI English Learner Policy Handbook)

- Students reaching an Overall Composite of 5.0 or greater must be reclassified.
- Students reaching an Overall Composite of 4.5-4.9 may be reclassified, should the district find additional evidence of proficiency using a MIP (Multiple Indicator Protocol)

In the following link, DPI provides a complete, updated Wisconsin English Learner Policy Handbook derived from multiple sources, including federal law and associated regulatory guidance, common law, and state law.

<https://dpi.wi.gov/english-learners/el-identification-and-placement>

In order to ensure success for all exited EL program students and meet legal requirements, the EL Coordinator will monitor a student's progress in the academic areas each semester for two years after being exited from the program. On a semester basis, the monitor form will be sent to classroom and content area teachers.

If a student is experiencing academic difficulties, the EL coordinator and general education teacher(s) will provide appropriate intervention(s). If the student is continuing to demonstrate academic difficulty based on language proficiency, then a reentry meeting will be set up with the student's parents. The parents will have to sign for permission in order to receive EL services.

Appendices



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

Dear Parent/Guardian:

Welcome to the school year! We are confident that your child will have a productive and enjoyable year.

Your child has been recommended to receive English Learner (EL) services. The goals of the English Learner services are to help students learn English more quickly by providing accommodations and modifications for students in core academic subject areas. The services your child will receive will help him/her be more successful in school. We encourage you to take advantage of these valuable services.

Your cooperation and participation will be sought throughout the school year. With a school/home partnership we should be able to make significant progress. As the first step, we need your approval for your child to be enrolled in the program. You have the right to remove your child from the program by contacting the EL Coordinator.

Please sign below and indicate if you would like your child to participate in the English Learner Program. If you have any questions or concerns, please feel free to contact us at the numbers provided below. Thank you.

Michelle Johnson
EL Coordinator
mjohnson@@manawaschools.org
920-596-5738

RETURN TO YOUR CHILD’S SCHOOL OFFICE

Student’s Name _____ LEP Level _____ Literacy Subscore _____

YES, I would like my child to participate in the English Learner Program.

NO, I do not want my child to participate in the English Learner Program.

Parent/Guardian Signature

Date

____/____/____



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

www.manawaschools.org

Estimados Padres/Guardianos,

¡Bienvenidos al año escolar! Estamos seguros que su hijo tendrá un año agradable y productivo.

Su hijo ha sido recomendado para recibir servicios para aprendices de inglés. Las metas de los servicios para aprendices de inglés son para apoyar a los estudiantes aprender inglés más rápido por proveer alojamiento y modificaciones para los estudiantes en las clases académicos y los sujetos básicos. Los servicios que recibe su hijo lo ayudarán tener más éxito en las clases. Les recomendamos que que aproveche estos valiosos servicios.

Te pedimos su cooperación y participación durante todo el año escolar. Con una asociación entre los maestros y los padres podemos hacer mucho progreso significativo. Por el primer paso, necesitamos su aprobación para registrar a su hijo en el programa. Tiene el derecho de sacarlo del programa cuando quiera por contactar al coordinadora del programa de EL.

Por favor firme abajo e indique si quisiera que su hijo/hija participe en el Programa de Aprendizaje de Inglés. Si tiene preguntas, puede llamar los números. Gracias.

Michelle Johnson
EL Coordinator
mjohnson@manawaschools.org
920-596-5738

DEVOLVER ESTA PARTE A LA OFICINA DE LA ESCUELA

Nombre de Estudiante _____

Nivel LEP N/A Literacy Subscore N/A

SI, Quisiera que mi hijo/hija participe en el programa de Aprendizaje de Inglés.

NO, NO quiero que mi hijo/hija participe en el programa de Aprendizaje de Inglés.

Firma de Padre/Guardiano

____/____/____
Fecha

Original to Cumulative Folder
Copy to Student Services ONLY IF NO

5/29/202



Students choosing to excel; realizing their strengths.

English Language Learner Language Development Plan

ELL LDP

Student's Name		Grade Level		School Year		
Date of Entry in the School District of Manawa		Native Language		Native Country		
School <input type="checkbox"/> Manawa Elementary School <input type="checkbox"/> Little Wolf Jr./Sr. High School		Primary Teacher(s)				
Previous Academic Background Information						
Preferred Method of Communication with Parents						
Assessments						
Most current <input type="checkbox"/> W-APT <input type="checkbox"/> ACCESS				Date Administered		
Scores						
Speaking	Listening	Reading	Writing	Oral Lang.	Comprehension	Overall
STAR/iReady Reading	Fall previous year	Winter previous year	Spring previous year	Fall current year	Winter current year	Spring Current year
STAR/iReady Math	Fall previous year	Winter previous year	Spring previous year	Fall current year	Winter current year	Spring Current year

Other Testing and Scores:

Classroom teachers and/or EL Coordinator will create, monitor, and evaluate two individual English language goals. Goals are created, monitored, and evaluated, so that the individual student will make necessary yearly progress of at least .4 growth on the ACCESS until the student meets the requirements for exiting the EL program.

Listening Goal

Students apply oral information and follow directions.

The student will:

- follow single step directions. (L1-L2)
- identify information from visual and auditory descriptions (match, sort, point). (L1-L2)
- follow multi-step directions. (L3-L5)
- categorize and sequence information. (L3-L5)
- other:

_____ Evidence:

Speaking Goal

Students will orally express and discuss information in various formats.

The student will:

- ask and answer wh- or choice questions. (L1-L2)
- use descriptive language. (L1-L2)
- restate facts or statements. (L1-L2)
- make predictions. (L3-L5)
- retell stories. (L3-L5)
- other:

_____ Evidence:

Reading Goal

Students explain, interpret, and analyze text.

The student will:

- identify facts and explicit messages. (L1-L2)
- identify main ideas and central themes. (L1-L2)
- draw conclusions and infer. (L3-L5)
- interpret information or data. (L3-L5)
- other:

Evidence:

Writing Goal

Students write in a variety of forms for different audiences and purposes.

The students will:

- give information in writing. (L1-L2)

- request information in writing. (L1-L2)
- create original compositions. (L3-L5)
- produce clear and coherent expository and narrative texts. (L3-L5)
- other:

Evidence:

Vocabulary Goal

Students use specific vocabulary in social and academic contexts.

The student will:

- acquire social and instructional vocabulary sufficient for listening and speaking. (L1-L2)
- acquire academic and domain specific vocabulary sufficient for reading and writing. (L3-L5)
- other:

Evidence:

Cultural Competency

Students comprehend and appreciate texts/media containing various ethnic backgrounds and heritages.

The student will:

- identify cultural similarities and differences. (L1-L2)
- express ideas about culture through classroom interactions using spoken and written language. (L3-L5)
- other:

Evidence:

Program Plan:

- Structured English Immersion
- Other:

**Universal Instructional/Classroom
Accommodations**

- ✓ Use simplified language
- ✓ Avoid idiomatic expressions (ex. talk a mile a minute)
- ✓ Use slower, but not louder, rate of speech
- ✓ Provide many examples
- ✓ Use pairs and small group instruction
- ✓ Repeat directions and paraphrase if necessary
- ✓ Give oral directions in clear step-by-step manner
- ✓ Use gestures along with words to convey meaning
- ✓ Link content to students' previous knowledge
- ✓ Use oral, auditory, visual, and kinesthetic learning modalities
- ✓ Demonstrate concepts
- ✓ Frequently check for understanding

✓ Use supplementary materials

Suggested Instructional/Classroom Accommodations

- Use graphic organizers
- Pre-teach vocabulary
- Provide background knowledge for cultural- related topics
- Prepare typed note pages
- Provide study guides to organize material
- Emphasize critical information after lesson
- Give directions in writing
- Use cooperative learning groups
- Provide peer tutoring
- Provide mentor tutoring
- Teach study skills
- Teach basic note taking skills
- Allow access to computerized programs such as *Rosetta Stone*

- Allow bilingual/electronic translator dictionaries
- Provide bilingual picture dictionaries at the appropriate grade level
- Highlight key concepts in textbooks and/or provide modified versions of text
- Provide CD copies of books
- Use adapted or modified textbooks
- Allow the use of computer/word processing for papers
- Allow copying from book
- Adapt class worksheets – modify or shorten assignments based on ELP level
- Provide extended time for assignments
- Do not deduct for spelling and grammar errors in writing assignments
- Allow assignments to be done in a different manner (ex. speak rather than write or write rather than speak)

General Classroom Assessment Accommodations

- Allow students to answer orally
- Provide word banks on fill-in-the-blank tests
- Provide matching activities
- Shorten test length
- Create an alternative assignment
- Extend time for tests

- Require only selected test items
- Read test to student
- Use portfolios (body of work) to assess
- Allow test corrections
- Other (add comment below):

State Assessment Accommodations

- Per state statute, any students who have arrived within the last 12 calendar months may be permitted to abstain one time from the English/Language Arts portions of the Badger Exam or the reading portion only of the ACT suites including the ACT plus writing and Aspire.

Badger Exam (Grades 3-8)

☒ **Universal tools** are access features of the assessment that are either provided as digitally delivered components of the test administration system or separate from it. Universal tools are available to all students based on student preference and selection.

Embedded:

Breaks, Calculator, Digital Notepad, English Dictionary, English Glossary, Expandable Passages, Global Notes, Highlighter, Keyboard Navigation, Mark for Review, Math Tools, Spell Check, Strikethrough, Writing Tools, Zoom

Non-embedded:

Breaks, English Dictionary, Scratch Paper, Thesaurus

Designated Supports are features that are available for use by any student for whom the need has been indicated by an educator or team.

Embedded:

Color Contrast, Masking, Text-to-speech, Translated Test Directions, Translations (Glossary), Translations (Stacked), Turn off Any Universal Tools

Non-embedded:

Bilingual Dictionary, Color Contrast, Color Overlay, Magnification, Noise Buffers, Read Aloud, Scribe, Separate Setting, Translated Test Directions, Translation (Glossary)

Accommodations are for students with disabilities and English Language Learners; they do not change the content being assessed or the skill level. Examples of accommodations include a large- print test or using a scribe to record student answers.

Embedded:

American Sign Language, Braille, Closed Captioning, Streamline, Text-to-Speech

Non-embedded:

Abacus, Alternate Response Options, Calculator, Multiplication Table, Print on Demand, Read Aloud, Scribe, Speech-to-Text

Modifications do change what is being assessed and are **not** allowed for any student during Wisconsin Student Assessment System (WSAS) testing. Examples of modifications include reducing the number of answer choices or shortening the length of the test.

ACT Suites (Grades 9-11)

Default Embedded System Tools:

Embedded System Tools are those common supports that are made available to ALL users upon launch/start of test by default. No advance request is needed. These tools are either embedded in the basic computer test delivery platform, or may be automatically provided as needed at the local level.

Examples of default embedded system tools may include, but are not limited to:

a computer QWERTY keyboard, a mouse, electronic cut, copy and paste functions in a text entry box, as well as low tech items used with paper format tests, like 'Number 2' pencils, erasers, and similar basic tools such as non-specialized personal calculators for some tests.

Open Access Tools:

Open Access Tools may be used by anyone. To be activated they must be identified in advance and selected from the pull-down menu inside the test (CBT version), or must be planned in advance and provided locally. Thoughtful decision-making, informed by multiple observations and prior successful user experience, is strongly recommended. Users should be practiced, familiar and comfortable with using these types of tools, and comfortable using them in combination with any other tools they will also be using. Decisions to use these tools must be made well before the test is taken.

Accommodations:

Accommodation-level supports are available to "qualified users"—as determined by the responsible educational authority. These supports (used in content areas where permitted) allow the user to independently demonstrate the measured construct. ACT Aspire recommends that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify. Accommodations must be requested through the online ACT

Aspire Personal Needs Profile (PNP) process. Any other formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the ACT Aspire PNP request process.

Examples include:

Needs for braille or tactile graphics, English text audio, Sign language interpretation, or other language translation

Modifications:

Modifications are not permitted in ACT Aspire tests for any user. Such extreme levels of support actually prevent meaningful access to the construct being tested by doing too much for the student, thus removing any ability for the user to demonstrate actual skill levels that might be present. Modifications, if used during the early instructional period may help some students to successively approximate and to eventually learn a new and difficult skill. However, even then, the intent is always to fade this extreme level of support away so that the student can increasingly demonstrate independent competence. In summative assessment, we are trying to observe what the student independently knows and can do. Therefore, if used during the assessment process, Modifications create a barrier to independent performance of competence.

Other

Disability status:

- Student does not have an identified disability at this time.
- Student has an identified disability and these ELL accommodations meet the objectives of the student's Individual Education Plan (IEP) or 504 Plan?

Gifted and Talented status:

- Student has been identified as a Gifted and Talented learner.
- Student has not been identified as a Gifted and Talented learner.

Adequate Yearly Progress:

- Student has met adequate yearly progress
- Student has not met adequate yearly progress
- Not applicable

Plan Summary

Team Members

Parent	Building Administrator
Teacher	Teacher
Guidance	ELL Coordinator



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

Date

Student Name

Parent/Guardian Name

English Learner (EL) services provide assistance to students in developing English language skills. When students are proficient in English and able to succeed in school without EL assistance, they exit from the program.

Based on ACCESS testing, your student is now ready to exit from the EL program and will no longer receive EL services. We are confident that your student will continue to be successful without EL assistance. Please call the school if you have any questions.

Sincerely,

Michelle Johnson
mjohnson@manawaschools.org
920-596-5738

Distribution:
Original to parent or guardian
Copy to Cum Folder



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

Fecha

Nombre de estudiante _____

Los Padres o Guardianes _____

Los servicios para los estudiantes de inglés (EL) proveen apoyo a los estudiantes en desarrollar habilidades en el lenguaje de inglés. Cuando los estudiantes tienen proficiencia en inglés y tienen éxito en las clases sin el apoyo de los servicios de EL, salen del programa. Según las evaluaciones de ACCESS, su estudiante ya está listo para salir del programa y no recibirá los servicios de EL. Tenemos confianza en su estudiante que seguirá tener éxitos aun sin los apoyos de EL. Por favor llame a la escuela si tiene cualquiera pregunta.

Sinceramente,

Michelle Johnson
mjohnson@manawaschools.org
920-596-5738



School District of Manawa

“Students Choosing to Excel, Realizing Their Strengths”

800 Beech Street | Manawa, WI 54949 | (920) 596-2525

EL Monitor Report

Student: _____

Teacher: _____

Please check the following information where appropriate.

1. Classroom Participation

- Participates in class
- Asks questions
- Is prepared for class
- Asks for help
- Works independently

2. Classroom Comprehension

- Understands/follows verbal directions
- Understands written directions
- Understands reading assignments

3. Class Work Performance

- Completes assignments
- Missing work
- Late work
- Incomplete work

Based on what you know about the student, do you feel s/he is successful without EL services?

- Yes
- No

Comments:

Please return by: _____



CYBER INCIDENT RESPONSE PLAN

Updated: July 2023

Abstract

Our working definition of a cyber incident is any violation (or imminent threat of violation) of computer security policies or standard security practices that has significant potential to lead to negative impact to the district's reputation, inappropriate access to student or financial data, and/or loss of intellectual property or funds.

School District of Manawa Cyber Incident Response Plan

Introduction

All security incidents must be managed in an efficient and time effective manner to make sure that the impact of an incident is contained and the consequences to the school district are limited. This document sets out the School District of Manawa plan for reporting and dealing with security incidents.

What is a Security Incident?

A Security Incident means any incident that occurs by accident or deliberately that impacts your communications or information processing systems. An incident may be any event or set of circumstances that threatens the confidentiality, integrity or availability of information, data or services. This includes unauthorized access to, use, disclosure, modification, or destruction of data or services used or provided by the School District of Manawa.

How to Recognize a Security Incident

A security incident may not be recognized straightaway; however, there may be indicators of a security breach, system compromise, unauthorized activity, or signs of misuse within our environment, or that of third-party service providers.

District staff need to watch for any indications that a security incident has occurred or may be in progress, some of which are outlined below:

- Monitor excessive or unusual log-in and system activity, in particular from any inactive user IDs (user accounts)
- Watch out for excessive or unusual remote access activity into your business. This could be relating to staff or third-party providers
- The occurrence of any new wireless (Wi-Fi) networks visible or accessible from the district environment
- The presence of or unusual activity in relation to malware (malicious software), suspicious files, or new/unapproved executables and programs. This could be on district networks or systems and includes web-facing systems.
- Hardware or software key loggers found connected to or installed on systems
- Suspicious or unusual activity on, or behavior of, Web-facing systems, such on as ecommerce website

- Point-of-Sale (POS) payment devices, payment terminals, chip & PIN/signature devices or dip/swipe card readers showing signs of tampering
- Lost, stolen, or misplaced computers, laptops, hard drives, or other media devices that contain district financial, student or other sensitive data

The cyber incident response plan must be followed by all personnel in the district. This includes all employees, temporary staff, consultants, contractors, suppliers and third parties operating on behalf of the School District of Manawa, working with the district's data or on SDM premises. For simplicity, all these personnel are referred to as 'staff' within this plan.

Roles

The SDM Cyber Incident Response Team (CIRT) is comprised of:

Role* CIRT Responsibility Name Email Telephone
 Director of Technology Incident Response Lead Dmarzofka@manawaschools.org 920-592-2525
 Director of IT

Primary Risk Owner
 District Administrator
 Ryan Peterson

RPeterson@manawaschools.org 920-592-5300

The District Administrator will be the Director of Communications Handling of any external communications in relation to security incidents and for the handling of any personnel and disciplinary issues relating to security incidents Staff Attorney Handling of any legal questions / issues relating to security incidents. Building principals – Teaching & Learning Handling of potential disruption of school operations detailed responsibilities

The Incident Response Lead is responsible for:

- Making sure that your Cyber Incident Response Plan and associated response and escalation procedures are defined and documented. This is to make sure that the handling of security incidents is timely and effective.
- Making sure that the Cyber Incident Response Plan is up to date, reviewed and tested at least once each year.
- Making sure that staff with Cyber Incident Response Plan responsibilities are properly trained, at least once each year.
- Leading the investigation of a suspected breach or reported security incident and initiating the Cyber Incident Response Plan, as and when needed.
- Reporting to and liaising with external parties, legal representation, law enforcement, etc. as is required.
- Authorizing on-site investigations by appropriate law enforcement, insurance company security / forensic personnel, as required during any security incident investigation. This includes authorizing access to/removal of evidence from site.
- Cyber Incident Response Team (CIRT) members are responsible for:

- Making sure that all staff understand how to identify and report a suspected security incident.
- Advising the Incident Response Lead of an incident when they receive a incident report from staff.
- Investigating each reported incident.
- Taking action to limit the exposure of sensitive data and to reduce the risks that may be associated with any incident.
- Gathering, reviewing and analyzing logs and related information from various central and local safeguards, security measures and controls.
- Documenting and maintaining accurate and detailed records of the incident and all activities that were undertaken in response to an incident.
- Reporting each security incident and findings to the appropriate parties. This may include the third-party service providers, business partners, staff, parents, etc., as required.
- Assisting law enforcement and industry security personnel during the investigation processes. This includes any forensic investigations and prosecutions.
- Resolving each incident to the satisfaction of all parties involved, including external parties.
- Initiating follow-up actions to reduce likelihood of recurrence, as appropriate.
- Determining if policies, processes, technologies, security measures or controls need to be updated to avoid a similar incident in the future. They also need to consider whether additional safeguards are required in the environment where the incident occurred.
- All staff members are responsible for:
- Making sure they understand how to identify and report a suspected or actual security incident.
- Reporting a suspected or actual security incident to the Incident Response Lead (preferable) or to another member of the Cyber Incident Response Team (CIRT).
- Reporting any security related issues or concerns to line management, or to a member of the CIRT.
- Complying with the security policies and procedures of the School District of Manawa. This includes any updated or temporary measures introduced in response to a security incident (e.g. for business continuity, incident recovery or to prevent recurrence of an incident).

External Contacts

Incident Response Plan Steps

Best practice for responding to security incidents indicate specific actions that must be taken to ensure that the district is protected.

1. Information security incidents must be reported, without delay, to the Incident Response Lead (preferable) or to another member of the Cyber Incident Response Team (CIRT). The member of the CIRT receiving the report will advise the Incident Response Lead of the incident. When a potential incident is discovered, the team should immediately collect additional evidence, decide on the type and severity of the incident, and document everything they are doing. Documentation should answer “Who, What, Where, Why, and How” questions to allow the attackers to be prosecuted in court at a later stage. External Party Contact Name Email

Telephone:

In this order:

1. SDM Cyber Insurance Company 262-252-6546
2. State of Wisconsin Cyber-response-teams.aspx 800-943-0003 Wisconsin Statewide Intelligence Center (WSIC) / Fusion Center On-call wsic@doj.state.wi.us Click on “Report Cyber Incident”: <https://wifusion.org> 888-324-9742
3. FBI Internet Crime Complaint Center (IC3) Online File a complaint: <https://www.ic3.gov/default.aspx>
4. Waupaca County Sheriff’s Office

2. After being notified of a security incident, the CIRT will perform an initial investigation and determine the appropriate response, which may be to initiate the Cyber Incident Response Plan. If the Security Incident Response Plan is initiated, the CIRT will investigate the incident and initiate actions to limit the exposure of district data and in mitigating the risks associated with the incident.

Initial incident containment and response actions

- Isolate compromised systems from the network and unplug any network cables – without turning the systems off.
- If using a wireless network, change the SSID (Service Set Identifier) on the wireless access point and other systems that may be using this wireless network (but not on any of the systems believed to be compromised).
- Preserve all logs and similar electronic evidence, e.g. logs from firewall, anti-virus tool, access control system, web server, application server, database, VPN, application servers, etc.
- Perform a back-up of systems to preserve their current state – this will also facilitate any subsequent investigations (after verifying with forensic team).
- Keep a record of all action’s members of the CIRT take in regard to the event.
- Stay alert for further indications of compromise or suspicious activity in the district environment, or that of third parties.
- If possible, gather details of all compromised or potentially compromised systems.

Once the CIRT has carried out their initial investigation of the security incident and determined that the Cyber Incident Response Plan is to be activated:

3. The Incident Response Lead will alert the CIRT's senior management primary contact and open a communication method (currently Microsoft Teams) for all team discussion and activity recording.

4. The Incident Response Lead and / or the CIRT personnel responsible for communications / PR will inform all relevant parties. This may include insurance carriers and local law enforcement, and other parties that may be affected by the compromise such as staff, students, parents, business partners or suppliers. This also includes the personal data breach notification contacts, as applicable to the incident under investigation. **Use insurance company approved vendors if calling for outside forensic assistance.

Maintain Business Continuity

5. The CIRT will engage with school and operations departments to ensure the district can continue to operate while the security incident is being investigated.

- Verify that system and data backups are available in the event of loss of data, system corruption/virus infection or hardware failure.
- Consider what offline or alternative methods for continuing district operations (both teaching & learning and operational areas) will be used if district technology and/or internet access is not available.

6. The CIRT will liaise with external parties, including insurance company agents, law enforcement, etc., to ensure appropriate incident investigation (which may include on-site forensic investigation) and gathering of evidence, as is required.

7. The members of the CIRT will take action to investigate and resolve the problem to the satisfaction of all parties and stakeholders involved. This will include confirmation that the required controls and security measures are operational.

8. The Incident Response Lead will report the investigation findings and resolution of the security incident to the appropriate parties and stakeholders (including the school board, local law enforcement, etc.) as is needed.

Recovery

9. The Incident Response Lead will authorize a return to normal operations once satisfactory resolution is confirmed.

10. The CIRT will notify the rest of the business that normal business operations can resume. Normal operations must adopt any updated processes, technologies or security measures identified and implemented during incident resolution.

11. The CIRT Executive Officer/Risk Owner (the senior management primary contact) will ensure that the required updates and changes are adopted or implemented as necessary. The CIRT will complete a post-incident review after every security incident. The review should be performed no later than two weeks from the end of the incident and will consider how the incident occurred, what the root causes were and how well the incident was handled. This will

help to identify recommendations for better future responses and to avoid a similar incident in the future.

Changes and updates that may be required include:

- Updates to the Cyber Incident Response Plan and associated procedures.
- Updates to the district's security or operational policies and procedures.
- Updates to technologies, security measures or controls (for example, changes to data access or removal of applications with security issues)
- The introduction of additional safeguards in the environment where the incident occurred (for example, more effective malware protection).

Appendix A

Specific Incident Response Types

Some specific incident types requiring additional response actions are provided below.

Malware (or Malicious Code)

1. Disconnect devices identified with malware from the network immediately.
2. Examine the malware to identify the type (e.g. rootkit, ransomware, etc.) and establish how it infected the device. This will help you to understand how to remove it from the device.
3. Once the malware has been removed a full system scan must be performed using the most up-to-date signatures available, to verify it has been removed from the device.
4. If the malware cannot be removed from the device (as is often the case with rootkits) it should be rebuilt using original installation media or images. Prior to restoration from back-up media/images you must verify that the back-up media/images are not infected by the malware.
5. Protect the system(s) to prevent further infection by implementing fixes and/or patches to prevent further attack.

Unauthorized Wireless Access Points

If unauthorized wireless access points are detected, or reported by staff, these must be recorded as a security incident.

1. CIRT will investigate to identify the location of the unauthorized wireless access point/device.
2. The CIRT will investigate as to whether the unauthorized wireless access point/device is being used for a legitimate district purpose/need. If a legitimate reason is identified, then this wireless access point or device must be reviewed and go through the correct management approval process. This is to make sure that the justification is documented, and the wireless access point/device is securely configured (e.g. change default passwords and settings, enable strong authentication and encryption, etc.).
3. All other unauthorized wireless access points/devices must be located, shutdown and removed.

Loss of Equipment

1. The theft or loss of an asset, such as a PC, laptop or mobile device, must be reported immediately to a member of the CIRT and local law enforcement. This includes losses/thefts outside of business hours and at weekends.
2. If the device that is lost or stolen may have contained sensitive data, and the device is not encrypted, CIRT will complete an analysis of the sensitivity, type and volume of data stolen.
3. Where possible, CIRT will use available technology/software to lock down/disable lost or stolen mobile devices (e.g. smart phones, tablets, laptops, etc.) and initiate a remote wipe. Evidence should be captured to confirm this was successfully completed.

Non-Compliance with Security Policy

1. This covers incidents resulting from deliberate or accidental actions that are in breach of your security policy and which put student or financial data at risk. This includes any systems or data misuse, unauthorized exposure of data to external parties, unauthorized changes to systems or data.
2. CIRT will engage with the relevant school / department to establish an audit trail of events and actions. They will determine who is involved in the policy violation and the extent of the violation.
3. CIRT and/or building administrators will notify Human Resources of the incident.
4. CIRT will liaise with Human Resources to determine whether disciplinary action is needed.
5. CIRT will undertake an assessment of the impact and provide advice and guidance to the school / department to prevent recurrence, for example re-training of staff.

Appendix B Testing and Updates

Annual testing of the Cyber Incident Response Plan using walkthroughs and practical simulations of potential incident scenarios is necessary to ensure the CIRT are aware of their obligations, unless real incidents occur which test the full functionality of the process.

1. The Incident Response Plan will be tested at least once annually.
2. The Incident Response Plan Testing will test district response to potential incident scenarios to identify process gaps and improvement areas.
3. The CIRT will record observations made during the testing, such as steps that were poorly executed or misunderstood by participants and those aspects that need improvement.
4. The Incident Response Lead will ensure the Security Incident Response Plan is updated and distributed to CIRT members.

Penetration testing, also called pen testing or ethical hacking, is the practice of testing a computer system, network or web application to find security vulnerabilities that an attacker could exploit. Penetration testing can be automated with software applications or performed

manually. Either way, the process involves gathering information about the target before the test, identifying possible entry points, attempting to break in -- either virtually or for real -- and reporting back the findings.

The School District of Manawa shall perform pen testing regularly (ideally once a year) to ensure our data environment, network security and procedures are consistent and adequate. In addition, tests may also be conducted when the district:

- adds new infrastructure or applications
- makes significant upgrades or modifications to existing infrastructure
- adds an additional location to the wide-area network
- applies security patches or fixes
- makes a significant change to end user security policies

Some of the pen testing needs may be completed by cloud partners of the district;

- The district will make every effort to participate in security organizations that provide testing benefits to members such as MS-ISAC and WI-CRT.
- <https://searchsecurity.techtarget.com/definition/penetration-testing>

Appendix C

Network diagrams & server usage

Current network diagrams and listing of servers (with designated use) are necessary for determining where and how cyber incidents occur. The following pages outline our network switches, servers, fiber strand and wireless SSID setups. Pictures of all district wiring closets are stored on the tech department shared drive.

Appendix D

District Security and Backup Practices

The School District of Manawa strives to follow best practice for data security, student privacy, and network operations. The following items are updated as best practices evolve and change. This section of the CIPR will be updated at least once per year.

Data retention

(Student records) contains the district's practice regarding student records and data retention. The following links are to the Wisconsin Department of Public Instruction's guidance regarding student data and retention.

<https://dpi.wi.gov/rl3/records>

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>

Authentication practices

District policies regarding passwords and authentication are being revised for the 2022-23 school year. Student passwords will require complex password structures for grades 6-12 and students will have a portal for changing their passwords. With this change in practice, only

grades 4K-5 will have user password information saved on Skyward (for staff use to assist in logins).

The National Institute for Standards and Technology (NIST) has updated their guidelines for password management practices to include the following 4 areas: Complex passwords that have been checked against known leaked breach data and known weak passwords, password lengths beyond 8 characters and up to 64 characters, no hint questions for password resets, and ending the practice of regular password changes.

For the 23-24 school year, the district will require staff to change their passwords and will give them tools to check their password before using it. All efforts will be made to work with current AD authentication to adopt the NIST recommendations, including activating the “Risky Login” feature in AD. The district will also require multi-factor authentication for any user with direct access to the financial server data stores (Skyward PAC users).

User access practices

All district accounts are based on the premise of “least privileged user access” when created. The district has done multiple reviews of user accounts to remove administrator level access from users who do not need full rights to complete their assigned duties. For certain staff, the technology team has provided the ability to “run as admin” from a specific machine to complete local administration tasks on computer labs, etc. See <https://www.beyondtrust.com/resources/glossary/least-privilege> for a further description of least privilege.

Additionally, the district uses cloud monitoring software to automatically review online apps or systems that users may install using their manawaschools.org addresses. This process (currently done by ManagedMethods) allows for the district to rescind and block access to user level data for applications that are not secure and/or are not approved for use within the district domain.

Student take-home use of district devices

With the district focus on personalized learning, students in grades 6-12 have access to district-owned computing devices (Windows laptops, Chromebooks) for use outside of the school network. To provide a safe environment on these devices, the district uses GoGuardian to provide monitoring of student activity when not on the district network. GoGuardian provides a parent portal where parents can restrict student use on those devices beyond the CIPA (Child Internet Protection Act) required filtering that the district enforces. Parents are provided an account which can be used to allow or deny additional content categories. Bark is used as a backup to Securly, and those alerts are sent to district staff for review.

Data backup practices

As of 2022, the district is migrating backup processing from local Unitrends appliances to Veeam server-based backups pushing to Arcserver in the cloud. This upgrade will allow the district to use existing storage more efficiently and allow for the expansion of backup processes to include an automated off-site backup to co-located equipment housed in the Waukesha School District data center. Appendix C contains the current backup location and frequency of all district servers.

Network firewall configuration practices

For security reasons, the district firewall configuration is not documented in this plan. A copy of the configuration is backed up as part of the normal district backup practices.

User Identity Management practices

The district is in the process of automating user account provisioning and deprovisioning. The authoritative source for student accounts is Skyward. When student enrollments are created or ended in Skyward, will make changes to the student Active Directory accounts as needed. The district is in the testing stages for staff account creation and deprovision based on the Skyward Human Resources server. Once completed, OneSync will be used for all staff accounts as well.

Remote wipe of district devices (if lost or stolen)

The district currently can lock and wipe all Chromebooks and Apple devices.

School District of Manawa

Technology Plan



SDM Technology Plan Update

Submitted June 2022

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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
- Data backup and recovery
- Moving Data structures to the cloud

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 life cycle will be extended by the use of Solid State Drives.

Technology Goals

Task	Description	Target Date
Technology PD Planning	Continue to develop technology PD plan	End of SY 2023-24
Improve Disaster Recovery Plan	Improve DR plan to address ransomware and other TBD threats.	End of SY 2023-24
District-wide adoption of ISTE framework	Continue implementation of ISTE standards.	End of SY 2023-24

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)
- [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](#)

Student Data Privacy

School districts are trusted with 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 11 Professional	License typically included with new hardware. Windows 7 is phased out during the 2023-24 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	Teachers with Promethean boards only Includes the latest version of Active Driver and Active Inspire. Licenses included with Promethean hardware.	N/A
Sharp Pen	Teachers with Sharp Aquos boards only Includes the latest version of active pen software. License included with device.	N/A
HoverCam Flex	Teachers with HoverCam document cameras only Latest version of HoverCam software.	N/A
IPEVO Presenter	Teachers with IPEVO document Cameras only Latest version of IPEVO presenter software.	N/A
Microsoft Office	Office productivity software for Math teachers. Needed for equation notation features.	N/A

Specialized Software

Art Macintosh Lab Software

Software	Notes	License Cost
Adobe Photoshop Elements	Installed on all lab computers.	\$72.00

--	--	--

Secondary Special Education Software

Software	Notes	License Cost
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

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.

- The technology directors engagement style is to be present in each building for some part of the day making regular check ins with key people in the district. (front desk personnel) as well as walking through the halls and checking with teachers on a daily basis

Technology Lifecycle Management

Staff Laptop Lifecycle

We target staff laptop updates every three to four years. I am working with various staff to determine the viability of using professional level Chromebooks as a replacement for Windows OS laptops. With a costs savings of over 50%. Staff scheduled to receive an updated laptop for the summer of 2022 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, wall mounted display, a desktop display and other peripherals such as a document camera.

- Office desktop and classroom presentation stations computers should be updated every five to six years. This sheet describes the desktop and classroom presentation stations in our buildings. We are also extending the life cycle of these units with the use of SSDs
- Display screens and projectors should be replaced every five to seven years.

Student Device Lifecycle

Devices are assigned to each student. Students are assigned a device in grade K, 5, and 10. The pandemic has seen a change in Google's life cycle sequence. Historically it was 3 years and now is up to 8 years of support and updates. This will allow the school district to save money on refreshing old systems.

Switch and Virtual Environment Lifecycle

All network switching has been updated and configured to handle all wifi, telephony, and data requirements. After the updates there has been a significant drop in loss of wifi, telephony issues and network connection issues.

Windows Servers

Our Windows servers are 2008 and 2016. Both software platforms are End of Life (EOF) as such we are looking into replacement or moving all data into the cloud to avoid replacement costs and future upgrade issues.

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. All servers are inspected daily at 5:30 a.m. to ensure continuity of services. 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. Due to cyber insurance we will be looking to another antivirus package due to the changing nature of the cyber attack vectors.

Disaster Recovery

During the fall of 2021 we installed a new backup solution. This will greatly improve our redundancy. It will also allow us to "spin up " a compromised server in the cloud to maintain our continuity of services. At the request of the insurance company we are looking into encrypted and Write Once Read Many (WORM)/immutable backups.

Administrative Computing

School Website

We are in the process of OCR compliance and projected to have this completed by spring of 2023. 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.

We are in the process of configuring Skyward to allow students and their families to register and enroll online. This process has been successful for the summer school 2022 session with a 95% utilization rate. This has reduced front office paper handling and data entry by significant margins. We are hoping to have this available for the fall 2022-2023 school year.

Internal controls automation with Skyward.

We are in the process of configuring Skyward to allow staff to generate various requests and reports without the intervention of a frontdesk employee. This will be an ongoing process as data demands change over time and thus the requests will change.

Planning & Budgeting

Staff Devices

- Teacher Laptops: 5-6 year replacement cycle
- Office Staff Desktops: 6 year replacement cycle

Student Devices

- The district needs to purchase about 50 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. Due to cost and availability of computer chips we will be updating the existing hardware with SSD to get another 2 to 5 years in the life cycle of these systems.

Infrastructure

- Switches: Every switch has been updated and configured to be meet security compliance through 2028.
- Server Operating Systems: will be rebuilt or moved to the cloud by Fall semester of 2022
- WiFi Access Points: Access points will be upgraded during the 2023-24 school years as access points become available.
- 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.

Appendix A: Technology Acceptable Use and Safety Form

[Electronic Version of Document](#)

Appendix B: Software Security, Privacy, and Safety Rubric

[Electronic Version of Document](#)

Appendix C: SDM Online Reviewed Services

[Electronic Version of Document](#)

SDM Chromebook Program

Program Handbook



SDM Chromebook Program Handbook

Approved by the School District of Manawa
Board of Education 07-17-2023

SDM Chromebook Program

Program Handbook



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Overview

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 details below describe the existing 1:1 environment as well as proposed changes for the future of the program.

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

Program Goals

Use technology to create a platform for students to learn. This program provides tools to be more efficient and learn in new ways. The table below describes how the Chromebook program contributes to meeting the [ISTE Standards for Students](#).

SDM Chromebook Program and ISTE Standards	
Empowered Learner	Improved tools to expand learning goals and reflect on their learning process. Greater access to internet allows students to build networks and learn in ways they could not otherwise.
Digital Citizen	Student learn to manage their personal identity in a digital world. Students are expected to act in safe, legal, and respectful ways.
Knowledge Constructor	Students have a tool more efficiently research information and build knowledge.
Innovative Designer	Greater access to online tools to learn in authentic cyclical design processes.
Computational Thinking	Student have a tool to take part in analytical problem solving.
Creative Communicator	Students have opportunities to express themselves through digital media such as blogs and videos.
Global Collaborator	Students can better connect with other cultures and experts globally.

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Software

Productivity Software

Google G Suite

Manawa is a Google school district. Students and staff use the Google G Suite for document, worksheet, and presentation software.

Google Classroom

We use Google Classroom as our learning management system (LMS). A LMS allows teachers to create an online space for organizing their classroom. Assignments, formative assessments, and other resources are typically shared with students through an LMS.

Creativity Software

Loom

This tool allows students to record videos using their Chromebooks. The videos may include their web camera or desktop. This allows them to demonstrate knowledge using media as well as written word.

Flipgrid

This is another valuable tool available to our education community. Flipgrid allows teachers to prompt students to create short video responses to questions.

Classroom Management & Web Filter

GoGuardian

We are working to help teachers better use GoGuardian to manage student use of devices. Our strategy is to provide short professional development sessions throughout the school year and offer 1-on-1 help as needed. GoGuardian has been a successful component of our Chromebook program. Going forward we need to continue supporting teacher use and encourage them to explore more advanced features.

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Professional Development

Technology is only effective if teachers are effective using technology. Professional development is key to help teachers master the tools available. Teachers are encouraged to ask for help from IT or Library staff on a one-on-one basis. Professional development needs to be part of our culture instead of an occasional event. During the summer of 2020 we hosted twenty-five online and in-person training sessions to prepare for the fall.

Device Rotation

Chromebook have a reliable duty cycle of 5-7 years. No device should be assigned to a student that is older than five years. The Acer laptops purchased in 2014 and 2015 will be used for five years to allow us to establish a sustainable cycle.

Chromebook Repair

A smooth repair process is key to the success of the Chromebook 1:1 program. This document outlines how students can have their device serviced. We also outline the responsibilities of library, teachers, and technology.

[Chromebook Repair Process](#)

Student Responsibility

Students are expected to use technology in a way that is safe, legal, and respectful of others. Every year secondary students and parents sign our Technology Acceptable Use and Safety Form. Students who fail to meet these standards may have their access to the internet restricted.

[Technology Acceptable Use and Safety Form](#)

[Restricted Student Access](#)

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Student Security, Privacy, and Safety

Encouraging students to explore the internet comes with increased risk. To address this concern

Students as Digital Citizens

Students must learn to become digital citizens that protect their online identities. They need to understand how to recognize and avoid risks while using technology.

Web Filters

The SDM uses technology to limit risk to students. These include GoGuardian for Chromebook devices and an iBoss web filter while at school.

Software Security, Privacy, and Safety Rubric

The SDM must protect student Personally Identifiable Information (PII). Any software system which requires students to create an account or otherwise uses PII data must be compared to our SSPS rubric. Any software system which fails to meet these standards may not be used by students.

[Software Security, Privacy, & Safety Rubric](#)

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Budget

The proposed [Chromebook rotation cycle](#) requires 50 to 60 new chromebooks annually. This allows the following grade levels to receive new devices. Devices have already been purchased for the 2021-22 school year.

- Grade K
- Grade 5
- Grade 10

Item	Unit Cost	Count	Extended
Chromebook	\$280.00	50	\$14000
Chrome Management License	\$33.00	50	\$1650
Replacement Parts			\$3,000
		Estimate Annual Cost	\$18650

Chromebook Extensions

Starting with the 2018-19 school year students are only allowed to use pre-approved chromebook extensions on school Chromebook devices. The change was made primarily for security reasons to prevent the use of VPN and malware software from reaching our network. Another important reason is to reduce distractions in the classroom.

Staff may request additions to this list by contacting the technology director.

Allowed Extensions

Extension Name	Offered By	Notes
Google+	Google	
Office Editing for Docs, Sheets & Slides	Google	

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EasyBib Toolbar	Easybib.Com	
Google Drive	Google	
Google Maps	Google	
Google Keep - notes and lists	Google	
Google Play Music	Google	
Google Photos	Google	
Google Forms	Google	
Gmail	Google	
Google Sheets	Google	
Home - New Tab Page	Google	
GeoGebra Classic	https://www.geogebra.org	
Google Play Books	Google	
Calculator	Chrome OS	
Evernote Web	EverNote.Com	
Evernote Web Clipper	EverNote.Com	
Grammarly for Chrome	grammarly.com	
e-clock	Yuriy Husnay	
Text	text.app	
Google Docs Offline	Google	
Google Calendar	Manas Tungare	
Google Cast for Education	developers.google.com/cast	
YouTube	www.youtube.com	
Google Cast	Google	

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Google Drawings	Google	
Google Slides	Google	
Read&Write for Google Chrome		Purchased license for entire district.
Calculator	http://scientific-calculator.appspot.com/	
Camera	chromeos-cameraapp	
Spotify	open.spotify.com	
Sticky Notes	ProWebJect	
Gmail Offline	https://mail.google.com/mail/mu	
Google Docs	Google	
Kami	kamihq.com	
Vernier Graphical Analysis	www.vernier.com	
Cite This For Me (Free) Cite This For Me	www.citethisforme.com	

Force Installed Extensions

Several extensions are automatically installed on all student Chromebooks. These extensions are described below. Staff may request an extensions to be automatically installed by contacting the technology director.

Extension Name	Offered By	Notes
Office Editing for Docs, Sheets & Slides	Google	
Google Drive	Google	

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Google Forms	Google	
Google Sheets	Google	
Google Drawings	Google	
Google Slides	Google	
Google Docs	Google	
Calculator	http://scientific-calculator.appspot.com/	
DRC Insight	DRCIS	This will be removed and re-installed twice a year.
iBoss SSO Integration		
Big Ideas Math	Big Ideas Learning, LLC	
uBlock Origin	Raymond Hill (gorhill)	Ad blocking software
Vernier Graphical Analysis		
Dyslexia Reading Assistant	CrayonMelon	
OpenDyslexic Font for Chrome	abbiecod.es	

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Purchase History

This portion of the handbook describes the district purchase history since the beginning of the Chromebook program.

- 2014:
 - The initial order of Acer 720 Chromebooks were ordered. All students from grades 7-12 were supplied with a device.
- 2015:
 - An order of Acer 740 Chromebooks were ordered to supplement the initial order. It is difficult to know the exact number of devices that were ordered in 2015.
- 2016:
 - The district switched from Acer to Dell Chromebooks in the secondary school.
 - Some devices were ordered to supplement the Acer devices in the secondary school.
 - Acer R11 Touchscreen devices were supplied for each 6th grade classroom.
- 2017:
 - 70 Dell 11 Chromebooks were ordered for the secondary school. 9th Grade students were the primary recipients of these devices.
- 2018
 - 130 Dell 11 Chromebooks were ordered. 6th and 9th grade students received new devices. Acer R11 devices were reallocated to kindergarten, grade 1, and select special education classrooms.
 - Grade 4 and 5 chromebook carts provide one device per two students.
 - Grade 1, 2, and 3 chromebook cards provide one device per three students. Some of these classrooms have classroom sets of 4-5 devices.
- 2019
 - 140 Dell 11 Chromebooks were ordered.
 - Older devices were distributed to lower grades similar to 2018
- 2020 & 2021
 - The initial plan was to order 140 non-touch screen devices. Plus, an additional 50 touch screen devices. Due to the pandemic, we expanded the Chromebook program to include all students. The order was expanded to 370 Lenovo touch screen devices.
 - Due to delays associated with the COVID-19 and a microchip shortage, our order was delayed until February 2021.

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- To ensure no delays for the next school year, the district purchased the supply of Chromebooks for the 2021-22 school year early. An additional 270 Lenovo touch screen devices were ordered
 - No chromebooks are planned to be ordered during the summer of 2021.
- 2021 & 2022
 - Ordered 240 touch screen chromebooks through the ECF funding (special one time Covid funding)
- 2022 & 2023
 - Closed chromebook leasing contracts
 - Deployed new chromebooks removing the Acer/Lenovo units from classrooms on an as needed basis



School District of Manawa

Curriculum COMMITTEE MEETING

Manawa School District Office - Board Room

800 Beech Street, Manawa WI

(920)596-2525

Monday, July 17, 2023

5:00 P.M.

Board of Education Committee Members:

Riske (C), Fietzer, and Krueger

❖ **CALL TO ORDER: 5:05 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum -Yes**

- *B.O.E. Members Present: Stephanie Riske, Jamie Krueger, Absent-Fietzer*
- *Ryan Peterson, Dean Marzofka, Danni Brauer, Michelle Johnson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

❖ **AGENDA**

1. Bridges & Success Intervention Plan (Johnson) Information only–
 - a. These are okay per Curriculum they do not need to come to committee, great information to share with the board.
2. State of the District's Literacy Program Report (Johnson)
<https://create.piktochart.com/output/36c445daa0b8-monthly-progress-form>
 - a. More robust goals than what we need to have.
 - b. Working on strategy and skills in Elementary.
 - i. Foundational Building
 - ii. iready data is looking good for comparison.
 - iii. Goals set for this year, we want to continue to expand on early literacy and foundational skills.
 - iv. Analysis and standards
 - v. K-2 Expand
 - vi. 3-5 piloting wonders
 - c. Secondary
 - a. ACT rating dropped.
 - b. Mitigation strategies in place.
 - c. Exploratory courses

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

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

- d. Test taking and studying skills
 - e. For this year building learning collaboration.
 - f. Continue to align with data
 - g. Strategic small group intervention
3. EL Handbook Endorsement (Administration)-Johnson
- a. No new changes but has been approved through this year.
 - b. Who is the EL coordinator?- Bring to A team meeting to discuss who has the ability to take this on.
- Krueger-Move to endorse**
Riske-Second
Motion Carries
4. School Calendar Discussion (Committee)
- Riske- Wanted to see how early we can start as soon as we can and end as soon as we can.
- Peterson-State statute and board policy/HR do dictate some things. Bringing a rep group together is important.
- Some pieces to consider: Number of working days is not listed in our contracts. One line in the handbook that can help guide. DPI has required instructional hours.
- 23/24 school year we have a lot of hours built in.
- Elementary level we have roughly 12.5 extra days in the calendar.
- All 6-12 1137 hours requirement - about 6 + days built in.
- Krueger/Riske- we are open to hearing new ideas about how to move through this
- Virtual learning could be used for inclement weather.
- Conversation surrounding appetite to change schedules, dates, virtual learning, etc. Need to bring a more robust plan if we are going to put virtual learning as a back-up option.
- Ryan added this to the items for the Administrative Team meeting.
5. Discuss Curriculum Committee Meeting Scheduling (Peterson)
- Ryan to discuss with other board members to see if there is a desire to combine meetings

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**



TBD

❖ **ADJOURN**

Riske:Motion to Adjourn

Krueger: Second

Motion passess

5:50 pm



School District of Manawa

Finance COMMITTEE MEETING

Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525

Tuesday, July 18, 2023
5:00 P.M.

Board of Education Committee Members:
Jepson (C), Fietzer, and Reierson

❖ **CALL TO ORDER: 5:02 pm**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

➤ *B.O.E. Members Present: Jepson, Fietzer, Reierson*
Additional attendees: Riske, Peterson

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*] :
Confirmed posting

❖ **AGENDA**

1. Discussion of transfer of general funds into investment fund (Informational & Endorsement)
 - a. Confirmation of Transfer - June, 2023-->> Confirmed that the Board approved amount of \$245,000.00 to be transferred to ADM account happened on June 29, 2023. Fund 46 currently at \$649,642.23.
 - b. Possible transfer of additional funds -->> No additional transfer recommended at this time.
2. State Budget Update (Informational)
 - a. Ramifications of per Pupil Increase
\$325.00 per pupil. \$1000.00 base increase. Additional impact to the District and taxpayers will be reviewed as the Budget numbers are being developed for the Annual Meeting.
3. Monthly Financial Updates -->> Currently a work-in-process, personnel learning the system, and additional Skyward training is scheduled before the start of school.
4. Discussion Possible Support (contracted support - District Business Office)
Discussed possibly hiring Baird to help review our financials and to help develop our annual Budget. Baird could be available to explain our annual Budget at the Annual Meeting. Estimated cost does not exceed \$10,000.00.
Discussed the possibility of hiring retired Business Managers to consult

on a limited basis. Hiring Baird at this time is the preferred option.

5. Green Bay Packers Foundation Grant ->> Grant submission timing is from May 1, 2024 to July 1, 2024. Education, Arts, and Sports appear to be some of the focus grant areas for the next application dates. Staff is encouraged to review the grant requirements and see if we can qualify for a grant. Committee would like to review possible grant writing in March 2024 to meet the May 1, 2024 application start deadline.

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

➤ Future meeting date options were discussed. Mr. Peterson and the Board members will be working on a set meeting date for each month so that a consistent calendar can be developed.

❖ **ADJOURN**

Motion to adjourn by: Fietzer, Reierson

Motion carried at 6:33 pm.

* Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible. This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public hearing. There may be a time for public comment during the meeting as indicated in the agenda.

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



School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
(920)596-2525*

Monday, July 17, 2023

6:15 P.M.

**Board of Education Committee Members:
Reierson (C), Hansen, & Krueger**

❖ **CALL TO ORDER 6:15**

❖ **PLEDGE OF ALLEGIANCE**

❖ **ROLL CALL - Verification of Quorum**

- *B.O.E. Members Present: Sondra Rierson, Shannon Hansen, Stephanie Riske, Jamie Krueger, Keri Jepson*
- *Dean Marzofka, Danni Brauer, Michelle Johnson, Ryan Perterson*

❖ **COMPLIANCE WITH OPEN MEETING LAW NOTIFICATION** [*§19.84(2) Wis. Stats.*]

❖ **AGENDA**

1. Discuss the addition of a Nutrition Program Director position. (Information/Action)
 - a. Ryan's thoughts- from a staffing situation, if there a need that is discussion we have. This seemed like we just wanted to just put the person in the role.
 - b. Struggling when looking at different job descriptions, roles and responsibilities couple of highlighted areas, wellness committee running was one of them (no need to create an extra position), HR items, past due student accounts, communication to the board.
 - c. Michelle and Ryan talked, the position that is there already, all of the roles and responsibilities are there. We have people in positions that should absorb all of the work that is listed above. We don't know what we don't know. This doesn't seem fiscally responsible. (This has nothing to do with the person at all.)
 - d. Michelle-The current person was looking for equitable pay. When Ryan and her looked at it, the staff member feels as if they are doing more. From what she sees coming from the staff member, she is doing a lot. It began as a proposal from her.

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School District of Manawa

Policy & Human Resources COMMITTEE MEETING

*Manawa School District Office - Board Room
800 Beech Street, Manawa WI
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- e. Ryan- seems like 2 separate requests: position or level adjustment based on rate of pay.
- f. Ryan- recommends waiting
- g. Stephanie- would it take things off of your plate Michelle?
- h. Current Manager should be doing the reviews for all of the people under her.
- i. Need to look at someone else to step into the Adhoc Wellness committee.
- j. Ryan- have seen other districts that do a stipend for leading the committee.
- k. Someone needs to follow up with the staff.

Motion to not adding a Nutritional Director position.- Krueger

Second- Hansen

Motion Carries

2. Discuss Hourly employee timekeeping process - there are concerns that hourly employee actual work time is not being captured consistently so that we are paying them accurately. (Information/Action)
 - Danni- Currently there is no punching in and out- it is a blanket time card that has their times on it.
 - Ryan- this is unique to education. It is an outlier in education that there is a time clock.
 - Sondra- we heard last year during our conversations with paras that they cannot write down their time.
 - Formal process for flexing is needed.
 - Line item topic for reinforcing expectations.
3. Discuss CESA 6 school site days - support we are contracting with CESA 6 on, if they are on-site, how often, etc. (Information/Action)

Michelle- CESA 6 has administrative coaching. Meet in person some of the times, or online. - Unaware if the contract has been signed.

Danni- last three years met once a month, most of the time online, once a quarter in house. Met with Stacy she was going to work with both Danni and Michelle. Unsure of where the process is at?

Danni- comprehensive leadership

Michelle- Rapid cycle and coaching

Dean is not being coached.

Danni- Contract with PT services 1xmonth PT assistant as little as 2 ½ days a month, School Psychologist, 1X month. No longer has 1x a month to help us. He is the only one that can do

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student testing. Talking to Debbie to help some more. IQ testing is needed to have in our back pocket.

Michelle- Nurse as well. Title III grant because we have so few they work on this piece. PD secondary struggling and secondary readers. This year content literacy and disciplinary literacy.

Sondra- Can use flow through money at the discretion of the admin team.

Jepson- potentially share with another district for a nurse. Lola has a PT nurse.

4. Discuss and propose a method to address Salary Advancement Points for Professional Educators who are part of the adjustment process. (Information/Action)

Current status, points are not inline due to the changes that were made in the stipend guide.

Ryan's thoughts: Has not read through everything yet. Based on his past experiences, when ACt 10 passed every district pretty much develop a points system. This is a process that is dying on the vine across the state right now. Strongly encourage the board to all us to look at a different model. Both districts he worked with eliminated these. Seen other systems that are loose but have a high level of specificity. Would like to dig in and see where we can go. Asked for experiences in Principals.

Danni-It is a hoop. Does not have the bandwidth to go through everything. Most of the teachers are going to do the good work anyway. The teachers that aren't that excited, they are going to find ways to get easy points. We have not ever gotten through a six year cycle. If I ask them if they want to do something for points they will. If I would ask them they would go anyways most likely.

Ryan- is it truly motivating staff? Could add language to come to an every other summer training for example.

Sondra- an opportunity to re-imagine this.

Ryan- we have to think about the content of the PD, not so much how we track and monitor this. Explore model, what are our needs and how do we leverage that.

Sondra- leave up to Admin on how to move forward.

5. Consider Endorsement of Merging the Laude and Weighted Grade System.

(Information/Action)

- a. Review Policies for any needed revisions.

- i. Graded AG need to add Weighted:AG 5421A Laude: AG 5430
- ii. General policy is there to grade
- iii. Sondra- We will have to pull the weighted description into this AG. Laude one we could talk about the weighted grading. Needs to be updated. Go to the AG first, then go back to the policy and then update. Course of study guide needs to be updated to reflect this. We can move forward

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with the merge, we need to update the AG to how it is defined. We may also need to come back with an addition to the course of study guide. Needs to spell out Weighted vs unweighted grading. Bring this back for the next meeting.

6. Consider Endorsement of the presented NEOLA policy deletions from the combined Staff policy changes (see 06/21/23 committee meeting packet). (Information/Action)
Krueger- Motion
Hansen- Second
Motion Carries
7. Consider Endorsement of the following Handbooks/Procedures for the 2023-24 school year (list of Handbooks can be found in the Special Board meeting file of 06/20/23): (Information/Action)
 - a. SDM Chromebook Program
Hansen- Motion
Krueger-second
Motion Carries
 - b. Information Technology Plan
Krueger- Motion
Hansen- Second
Motion Carries
 - c. Coaches Handbook– Request for full handbook, use of personal vehicles with transportation of students. If AD feels as if coaches will be transporting students the policies need to be followed. Keri- May be a good idea to share this again with full staff ie clubs etc. TABLED Ryan- this should be embedded in another handbook.
 - d. Cyber Incident Response and After Action
Krueger-Motion
Hansen-Second
Motion Carries
8. Consider adding a Transgender policy. (Information/Action)-Tabled based on current legal activities- Ryan to follow up with Mr. Macy.
9. Consider adding Policy regarding Artificial Intelligence. (Information/Action)
Michelle- wording to the student handbook, it aligns with plagiarism. ...This includes Under academic dishonesty. Can move the same verbiage to the policy. Parent/Student

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handbook this can live in. A couple of teachers are having students use AI and then they have them double check sources. Danni and Michelle work together to lay out in the handbook. Student handbook would like to come to the meeting for approval, however there were dress code conversations that need to be addressed. The teachers and admin needed time to work out the finite details. We need to be specific enough for the student and the parents.

10. Discuss compliance of Website based on July 2022 P&HR committee meeting notation ->> *Special note regarding Handbook Annual Review: Handbooks 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 (or plan as appropriate) 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 (plan) will be brought back to the Board of Education for approval. **Has our legal responsibility been approved?** (Information/Action)*

Sondra- we need to understand how this is being processed .

Dean was a part of a phone call, he understood it was copy and paste. Conversation was several months ago.

OCR contact - Dean has the contact information will get to Ryan.

Dean on the federal side the primary push was the website access. Not necessarily content. Structure of website we were compliant as of April 2023. The website itself is compliant, the content is still in question. Ryan is going to talk to Mr. Macy. This is putting undue hardship on our district. Dean's understanding is that anything we needed to add to the website doesn't have to get translated.

11. Discuss creating a Daycare area within the District buildings. (Information/Action)
12. Discuss Orientation and On-Boarding Process. (Information/Action)
13. Discuss defining Subject Matter Experts (SME's) to write Standard Operating Procedures (SOP's). Development of SOP's is important for supporting existing job duties and for supporting new employees who may be coming into new job duties. (Information/Action)
14. Discuss and propose an update to the mileage and reimbursement process. (Information/Action)

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15. Discuss Policy concerning electronics being used for District business and the ability of employees to purchase District owned electronics. (Information/Action)

Remaining items move to the next meeting.

❖ **FUTURE MEETING AGENDA ITEMS & MEETING DATES/TIMES**

➤ **TBD Ryan to follow up.**

❖ **ADJOURN**

Hansen Motion

Krueger Second

Motion Carries 8:35

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need BOE Approval

School District of Manawa

Field Trip/Transportation Permit Form

Field Trip Permit Forms must be submitted at least two weeks in advance. School day trips must return to school no later than 2:45 p.m. to coordinate with dismissal and bussing schedules.

Reminder - Overnight and Water Related trips require BOE approval. Plan approval at least two months in advance.

Trip Name National FFA Convention Grade/Class HS - FFA
Teacher/Coach (responsible for trip) Sandy Cordes Cell # 608-604-0077
Date(s) of trip 10/31/23 to 11/04/23

Destination and Address: Indianapolis, various locations

Itinerary of trip (attach sheets as necessary): Is this an overnight or water related trip? yes no
Not available yet. 3 Star National Chapter Award sent on for consideration. Industry tours, motivational speakers, career show

Purpose of trip (include curriculum guide learner outcome or competency references):
Leadership development, premier personal growth, and career research

No. of Students 4(?) No. of Teachers 1 No. of Chaperones 6 GROUP TOTAL 40 ish
Departure time TBP 8:00am Return time midnight? Total hours - No. of Buses 1 charter
Start (pick up) point W-F High School Return (drop off) point W-F High School
Require wheel chair accessible bus - n/a

FIELD TRIP COSTS (NO student participation fee can be required without prior Board of Education approval.)

Non-transportation costs (Planner completes for all field trips)

A. Total school-paid miscellaneous costs (admission, tickets, supplies, etc.) A. \$ _____
FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

B. Per pupil student-paid miscellaneous costs B. \$ _____

C. Lunch plans (check all that apply)

- Students will bring a sack lunch from home
- Food service staff will prepare box lunches
- Lunch will be purchased at site of field trip
- Not applicable

Travel w/:
Weyauwega-Fremont female
Waupaca
Winneconne male
Edgar chaperones

\$200/student for trip plus meals
FFA + FFA Alumni will pay balance

NOTE: ALL PARTICIPANT FIELD TRIP FEES ARE TO BE PAID TO THE SCHOOL/DISTRICT PRIOR TO THE TRIP.

Staff member(s) responsible for administering medication to students Sandy Cordes

APPROVED Michelle Johnson DATE 7/11/23
Principal

- Forms Distribution:
- Kobussen Buses LTD.
 - District Nurse
 - Business Manager
 - School Office
 - Activities Director (as applicable)

D. TRANSPORTATION: (Complete all that apply.)

School Van – Call LWHS/MMS to reserve van. **Reservation completed by:** _____

Charter bus

Private Vehicles – Provide the information for each driver as noted in the table below.

Private vehicle data submitted by: _____

Principal confirms submission of required documents to District Office: _____

Bussing costs (To be completed by Kobussen)

Total transportation charge: \$ _____

Transportation paid by SDM account: (To be completed by Principal)

FD _____ LOC _____ OBJ _____ FUNCTION _____ PROJ _____

Transportation paid by other organization name and address:

Transportation Request Directions

The following information is provided to ensure a consistent and clear process when transportation services are needed for a school trip.

1. Staff member completes the Field Trip / Transportation Permit Form and submits it to the building principal. Be sure that all applicable sections of the form are filled out in detail.
2. The building principal will review and approve/deny the trip and proceed as follows:

Bussing – Kobussen	School Van	Personal Vehicles
A copy of the form will be forwarded to Mrs. Thompson @ MES and Mrs. Koehn @ LWHS/MMS for all trips requiring bussing services. Mrs. Thompson and Mrs. Koehn will be the point of contact with Kobussen for all trip arrangements. Please contact Mrs. Tohm for all athletic trips/bussing inquiries.	A copy of the form will be forwarded to Mrs. Koehn, when the district van is being reserved.	Submit a copy of the following to District Office: <ul style="list-style-type: none"> • Valid Wisconsin driver's license. Driver must be at least 21 yrs. old. • Certification of insurance for at least the minimum required by Wisconsin law. • Vehicle inspection report from a certified auto dealership or service center.
Kobussen will build the trip and provide the quote for transportation.	Mrs. Koehn will enter the reservation on the District Vehicle shared Google calendar.	Verify vehicle has the proper number of safety belts for the number of passengers per state law.
Both the principal and staff trip organizer must approve the transportation quote.	On the day before or day of the trip, vehicle keys can be checked out of the high school office.	Verify that the vehicle has a first aid kit.
Kobussen will receive confirmation of an accepted quote from Mrs. Thompson, Mrs. Koehn, and Mrs. Tohm and will book the trip	Complete the Vehicle Usage Form. Return the completed report, gas credit card, and vehicle key to Carrie Koehn. Send the completed form with any receipts to the Business Manager following each trip.	



School District of Manawa

Students Choosing to Excel, Realizing Their Strengths

To: Ryan Peterson, Manawa Board of Education
Fr: Lance Litchfield
Date: 7/18/23
Re: Athletic Admissions/Season Passes

Here is a proposal for Athletic Prices for the 2023-2024 school year. We charge for Football, Volleyball, Wrestling, Girls Basketball, and Boys Basketball. We have 35 home events between these Varsity sports.

Last year admission prices:

Student: up to \$1.00
Adult: up to \$3.00
Senior Citizen (62 and older) - Free

Last Year season passes:

Student: \$5.00
Adult: \$25.00
Senior Citizen (62 and older)- Free

CWC Handbook:

Ticket Prices

1. The admissions price for conference athletic events is up to \$5.00 for adults and up to \$1.00 for students.
2. There will be no admission charge for baseball, cross-country, golf, softball, or track.
3. Conference wrestling meet and multi-duals to charge \$5 and to \$3 for just the finals of the conference meet.

Proposed Admission Prices this year

Student: up to \$1.00
Adult: up to \$5.00
Senior Citizen (62 and older) - Free

Proposed Season Passes:

Student: \$5.00
Adult: \$40.00
Senior Citizen (62 and older) - Free

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
COACHES HANDBOOK
2023-2024



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ACTIVITY ACCOUNTS

Each sport has a high school activity account. All activity account purchases must be approved by the Athletic Director to be paid. Keep in mind that monies deposited into this account are from student fees and fundraisers. Acceptable purchases are those that directly benefit students.

ATHLETE CHANGING SPORTS IN SEASON OR DUAL SPORTS ATHLETES

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped from a team or quits a sport during the regular season (after the first contest is played), that athlete is not eligible to participate in any other sport during that season without the approval of the losing coach, the gaining coach, and the Athletic Director.

The Central Wisconsin Conference (CWC) does allow students to participate in two sports during the same season. Proper paperwork must be on file with the Athletic Director to be a dual sport athlete.

ATHLETE VIOLATIONS OF ELIGIBILITY RULES OR THE ATHLETIC CODE

Any violations of eligibility rules or the athletic code by any athlete on your team could subject the entire team to forfeits and the School District of Manawa, under certain circumstances, to sanctions from the WIAA. As a coach, a representative of the School District of Manawa, and a role model for your athletes, you are expected to strictly enforce all WIAA, conference, and school rules and regulations.

Any suspected or actual violations of any eligibility rules or of the Athletic Code should be reported immediately to the Athletic Director. You are expected to cooperate fully with the Athletic Director and to aid in the investigation of any suspected or alleged violations by your athletes.

AWARDS

The athletic department provides letters, pins, varsity letter certificates, and participation certificates for student-athletes. Any additional awards that you present to your athletes beyond those which are listed below must be purchased from your school district budget or activity fund.

JV2: Participation Certificates

Junior Varsity: Participation Certificates

Varsity: Letter Certificates, Letter (M), Pins, Captain's Pins and Manager Pins

Make sure your awards do not violate the WIAA rules regarding amateur status as described in the WIAA Rules of Eligibility, Article IV.

The head coach of each sport is responsible for coordinating the awards program for his/her program at the end of each season. The coach may choose to work with a support club, booster club, or group of selected parents in planning the type of awards ceremony that would best suit the students and the sport.

The head coach is expected by the School District of Manawa to attend CWC All-Conference Award meetings. If the head coach is unable to attend this must be communicated with the Athletic Director and a sport representative must be sent in his/her place.

BUDGET

The head varsity coach must assist the Athletic Director in writing a yearly budget in his/her sport for the entire 7-12 program. All purchase orders must be signed and approved by the Athletic Director prior to the purchase. **COACHES ARE NOT TO CALL, FAX, OR MAIL ANY ORDER TO A VENDOR.** This is done by the district office upon approval of a purchase requisition.

Any requests for equipment, supplies, or training to the Manawa Athletic Booster Club must be pre approved by the Athletic Director. The Athletic Director will take any approved requests to the Manawa Athletic Booster Club for purchase by the Athletic Director. The Manawa Athletic Booster Club will reimburse the SDM after the order is placed.

All purchases for the current school year must be made by April 15th.

BUILDING USAGE

Coaches are only allowed to use the School District of Manawa building for usage that directly pertains to the athletic team they coach. Using SDM buildings for their own personal benefit or leisure is prohibited. Coaches must follow the building reservation channels to reserve any space within either LWHS or MES.

COACHES ASSOCIATION MEMBERSHIPS

All coaches are encouraged to be a part of their sports Wisconsin State Coaches Association. This allows the School District of Manawa student-athletes the opportunity to be nominated for state awards.

COACHES NOT LICENSED TO TEACH (CNLT)

Any individual who will help in any way with coaching duties, whether paid or volunteer, and who is not licensed to teach (CNLT), is required to be registered by Little Wolf High School with the WIAA. This rule does NOT apply to student teachers that do not have supervisory responsibilities. For more information, visit www.wiaawi.org, under the WIAA Coaches Info. link there is a link to the coach's education. These coaches are required to complete the WIAA required coursework before their second year as a coach. Additionally, background checks, TB

tests, and physicals are required by the district of all non-staff coaches, whether they are paid or volunteer.

Prior to the second year of coaching, CNLT must provide a certificate of completion of the course to the Athletic Director.

COACHING CLINICS

All head and assistant coaches at any level are encouraged to attend at least one coaching clinic per year. One clinic per year per coaching staff, will be paid for by the Athletic Department. If a coach does not attend a clinic however, it is an expectation that they do something else in the off-season to improve their coaching ability. Additionally, all head and assistant coaches can attend one clinic, per sport s/he coaches, during that school year. All coaching days need to be approved by the Athletic Director and School Administration.

COMMUNICATION WITH PARENTS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on our athletes. This begins with clear communication from the coach of your child's program. Each coach will be expected to create an expectation form to be shared at the beginning of year meeting and with the Athletic Director. The coach is expected to work with the Athletic Director on this to create unity across our athletic programs.

CONCUSSIONS

Coaches are expected to follow the state law regarding concussions to athletes. Additionally, coaches must speak about the paperwork involved, at the Parent's Meeting held before the season begins. All coaches must enroll and complete the National Federation of State High School Associations Concussion in Sports Elective Course. This free one-hour course must be completed and the Certificate of Completion must be on file in the main office prior to coach/student-athlete contact. The link can be found here:

<https://nfhslearn.com/courses?searchText=Concussion>

All coaches must be familiar with the Wisconsin Concussion Fact Sheet for Athletes found here: <https://bsbproduction.s3.amazonaws.com/portals/7130/docs/esc/esc%20concussion%20fact%20sheet%20for%20athletes.pdf>

This document will be included in all student-athlete packets and is available in hard copy in the main office.

DISTRICT POLICIES

All coaches, paid or volunteer, are expected to familiarize themselves with all SDM policies and are not limited to Program Policies, Professional Staff Policies, Support Staff Policies, and WIAA Policies. All district policies are accessible on the SDM website.

If a coach has any questions regarding policies, coaches should ask the Athletic Director, Principals, or District Administrator.

EMERGENCY SCHOOL CLOSINGS

The following policy will be in effect for practice, competitions, and meetings for athletic teams and extracurricular activities.

Late Start:

Athletic practices and activity meetings will follow the school day. Athletic and activity events being hosted at the high school will be as scheduled.

Early Release:

All sport levels must cancel practice. Activity meetings will be canceled. Athletic competitions at home or away will also be canceled.

Cancellation:

All school events/contests/practices will be postponed due to weather conditions, except for WIAA Tournament contests. Those events will be played, if possible. Additionally, no voluntary practices off school grounds will be allowed, if school is canceled.

EVALUATIONS OF COACHES

Head Coaches will be evaluated on a yearly basis by the Athletic Director. The Head Coach will work with the Athletic Director to evaluate assistant coaches with a recommendation whether to rehire to the Athletic Director.

FIRST AID / CPR

All paid coaches are required to be CPR and first aid certified by the WIAA and will have the opportunity to obtain first aid training and cardiopulmonary resuscitation certification within one year of being hired for a coaching position at the School District of Manawa. (Contact the School District Nurse for available training opportunities.)

HARASSMENT

Harassment of any nature--racial, sexual, or ethnic--is banned by the School District of Manawa and the CWC. In addition, coaches are reminded that any type of behavior towards athletes that could be construed to be sexual harassment is strictly prohibited. Definitions of harassment and comprehensive policies can be found on the School District of Manawa webpage.

SDM Policy & Administrative Guideline Manual

<https://www.manawaschools.org/district/policies.cfm>

HAZING

Soliciting, encouraging, aiding or engaging in hazing is prohibited. Hazing means any intentional, knowing or reckless act directed against a student for being initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are, or include, other students.

Students engaging in hazing will be subject to athletic and district disciplinary actions. Initiation rites that fall within that definition will not be tolerated at the School District of Manawa. Any coach who has knowledge of, or who participates in, the planning or actual hazing incident, will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the School District of Manawa's athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

INJURY OR ACCIDENT OCCURRING TO AN ATHLETE

Following an accident or injury to an athlete, the coach responsible for that athlete must complete a Student Incident Report and submit it via the School District of Manawa Website within 24 hours. In addition, we expect coaches to adhere to the following guidelines:

1. Emergency Contact Forms will be available on the rSchool coaches application for immediate access at all team functions including but not limited to games and practices.
2. Coaches should provide emergency aid only to a level at which they are capable. If a coach has not been trained to perform first aid on a specific type of injury, the athlete should be made as comfortable as possible until emergency care personnel arrive.
3. Notify parents/guardians immediately.
4. Appoint a coach to take witness statements or record notes as soon as is feasible at the facility at which the injury occurred.
5. Obtain the name and address of the hospital to which the injured athlete is being conveyed and notify parents/guardians.

6. If possible, and with the concurrence of the attending physician, we encourage injured athletes to continue to attend practices

KEYS

1. All keys necessary for the efficient operation of the sport shall be issued to the coach at the beginning of the season.
2. Under no circumstances should keys be given to or entrusted to students, parents, or non-school district personnel. This could create a serious breach of security for the entire building. Keys are not permitted to be copied/made at any time.
3. Coaches must report any keys lost to the Athletic Director immediately upon discovery of the loss.
4. If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any rekeying that must take place.
5. At the end of the season, coaches must return all keys issued for a sport season unless the individual normally uses the keys to carry out his/her teaching duties. (Approval for out of season use will be given on a case-by-case basis.)

LEADERSHIP COUNCIL

The School District of Manawa will have two types of Leadership Council. The first is the Manawa Athletic Leadership Council. This will be built in combination with all sports head coaches recommending 1-2 student-athletes to be a part of the school athletic department leadership council. Additionally, the captains from each sport will form their respective sports Captains Council to work hand in hand with the Athletic Director throughout their sports season.

NO COMPETITION CLAUSE

The School District of Manawa encourages the use of the No Competition Clause. This discourages coaches from participating with student-athletes in an effort to protect not only the players but us as coaches as well. Injuries are inevitable in sports but we need to have a heightened awareness surrounding student-athlete and adult physical interaction. Through professional discretion, we ask coaches to avoid physical contact in demonstrations and drills whenever possible. Instead, coaches are encouraged to have more experienced members of the team lead demonstrations.

OUT-OF-SEASON CONTACT WITH ATHLETES

No activity or contact should in any way resemble a school team practicing, conducting tryouts, or competing out-of-season. Further, WIAA rules allow certain restricted contacts during the summer.

Specific information regarding this rule can be found in Article II of the WIAA Bylaws, and Article VI, Section 2, of the Rules of Eligibility. All coaches are expected to utilize WIAA allowable days of contact for each sport.

PARENT COMMUNICATION PROTOCOL

Communication among or between athletes, parents, and coaches is encouraged. The following criteria should be followed to enhance this communication:

1. The “24-Hour Rule” is in effect. Coaches are not to discuss complaints or issues from parents before 3:30 p.m. on the day following a contest. This rule also applies to electronic communication.
2. Coaches are expected to operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or the parent.
3. If the athlete or parent has a question or concern about the program, the question or concern should be brought directly to the head coach.
4. Contact with the coach should be accomplished as much as possible during normal school hours.
5. Coaches should schedule the meeting with the athlete and/or parents in a private setting.
6. Communication, by all parties, will be carried out in a rational, calm, mature discussion with respect shown to all.
7. Coaches are not required to respond to pressure groups.
8. In most cases, the athlete/parent and coach should be able to communicate and reach an amicable solution to concerns and/or questions.
9. If the athlete, parent, and coach cannot mutually resolve the concern or questions are not answered, the subject should then be brought to the Athletic Director.
10. If a parent brings a complaint to the Athletic Director/ Principal/ District Administrator, they will be directed back to the head coach. Students will be encouraged to advocate for themselves and work with the head coach to solve problems. When necessary, the Athletic Director will work with student-athletes to develop strategies to approach coaches appropriately.
11. School District of Manawa Communication Protocol:
Coach → Athletic Director → Principal → District Administrator → WIAA → Board of Education

PRACTICE REGULATIONS

Practice sessions should be well structured. Typical practices on school days should last between 1.5-2.5 hours, and should not exceed 3 hours, excluding time required for dressing. Coaches may be asked to provide a written practice plan for practices.

Practices may not begin before 6:00 a.m.

1. Sunday practices are not permitted unless authorized by the Athletic Director and or District Administrator.
2. A coach must be present at all practices and games.
3. Coaches should be the first to arrive and the last to leave all practice sessions, locker rooms and away events.
4. All coaches must notify the Athletic Director and Head Varsity Coach of their sport of all absences from, or cancellation of, practices or games. E-mail notification is preferred.

PRIOR TO BEING DECLARED ELIGIBLE TO PRACTICE

Do NOT allow a student to practice or compete without the following items on file:

Coach must check the athlete clearance with the LWHS Athletic Department prior to starting practice.

- Current physical examination form on file in the Athletic Office.
- Signed Parent Concussion Form and Student Concussion Form
- Emergency Medical Form
- Signed parent/athlete WIAA Eligibility / LWHS Co-Curricular Code of Conduct
- Athletic Participation Fee paid
- Grades will be verified prior to competition

Final clearance for a student to practice will be communicated to the coach by the Athletic Director

Please do not accept any forms or payment from students. These must be turned into the main office. Coaches are responsible to utilize the rSchool Coaches application for eligibility and immediate access.

PURCHASE OF ATHLETIC UNIFORMS, EQUIPMENT, OR SUPPLIES

Coaches may not, under any circumstances, contact a vendor directly to place an order for any item that will be used in the School District of Manawa athletic program. It is required that coaches will assist the Athletic Director in determining the needs of their respective programs,

all purchases (including the fund which will pay for the order) must have prior approval of the Athletic Director.

The Athletic Director will then follow approved District guidelines for purchases. **All items purchased by a coach without prior authorization will be the responsibility of the coach for all payments due.**

RECRUITMENT OF ATHLETES

Recruitment of athletes from an interscholastic athletic program at another high school is strictly prohibited by the WIAA and by Little Wolf High School. Any coach verified to be engaged in this type of behavior will be disciplined immediately and could be subject to immediate dismissal from his/her coaching position.

In addition, it is expected that all coaches will be loyal to the school and their own program. Trying to recruit athletes from another in-season sport is also prohibited.

REF RANKING

Throughout the season, the Varsity Head Coach is responsible to evaluate contest officials via WIAA procedure. This can also be done using the rSchool Coaches application or the WIAA Website.

RELATIONSHIP BETWEEN HEAD AND ASSISTANT COACHES

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction of the program. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is in accordance with the direction of the program.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue to exist, the head coach will discuss the issues with the Athletic Director who will then intervene and attempt to resolve the problem.

RULES INTERPRETATION VIDEO AND EXAM

The School District of Manawa and the WIAA require all high school coaches (paid or volunteer) to view the annual WIAA Rules for their sport, and take the rules exam before the sports season's first contest.

SCHEDULES

1. Practices - Schedules are developed by the coaches. Practices that use indoor facilities must be reserved through the Athletic Department using the school district's online facility reservation system.

2. Sunday and Wednesday Practices/Contests – Practices on Sundays are prohibited without special permission from the District Administrator. On Wednesdays, all athletic participation is to be terminated by 6:00 p.m. unless prior approval is granted from the Athletic Director and or District Administrator. All requests must be in writing via email.
3. Parents Night, Youth Night, etc. - Varsity coaches must let the Athletic Director know at least two weeks in advance of the dates of Parents Night, Youth Night, and any other special groups that will be attending

STUDENT & PARENT PRE-SEASON MEETING

Coaches will conduct a student and parent meeting before/at the beginning of the season. Most often this will occur on the same night as the seasonal athletic code meeting. During your first meeting with parents, coaches are expected to present in writing and discuss these items among other things.

- Practice schedule
- Team Rules
- Coaching Philosophy Statement
- Special dates and events
- Game schedule
- Team Selection Policy
- Lettering Policy
- How players earn playing time

STUDENT MANAGERS

A student manager for a sports team assists the coach with day-to-day logistics, practices, and travel. A student manager will attend all varsity competitions. They will be expected to assist the Head Coach with field preparation, travel preparation, video preparation, recording games and/or practices, and record statistics for competitions. A manager will receive a Varsity Letter for a completed season managing a team.

TRANSFER STUDENTS

When a student transfers into Little Wolf High School and indicates that s/he wishes to participate in the athletic program, the circumstances surrounding that transfer will be fully investigated to ensure that no violations of WIAA transfer rules or recruitment rules have taken place. No coach should allow a transfer student to play without first receiving complete clearance from the Athletic Director.

TRANSPORTATION OF ATHLETES

The Head Coach will arrange transportation for the team within the guidelines established by the District. Two weeks prior to the first competition of the season, each coach should confirm bus departure times with the Athletic Director. Coaches are not to call the bus company to make changes to the bus schedule, unless approved by the Athletic Director or Principal.

When a school-provided vehicle is chartered, all athletes are expected to ride to and from practices and contests on that vehicle. Athletes may return HOME from an away contest with parents/guardians providing prior approval has been obtained from the coach and the appropriate waiver has been signed. In such cases, the coach is responsible for ensuring that the athlete leaves the contest with his/her parent/guardian.

UNIFORMS AND EQUIPMENT

Within two weeks of the last organized team practice or competition, coaches must check all uniforms and equipment for loss or wear, perform an inventory of equipment, and notify the Athletic Director of missing uniforms and equipment that need repair or replacement due to safety issues.

Prior to the beginning of the season, coaches must check uniforms and equipment to ensure that all uniforms are available, and all equipment is safe and meets the requirements of the rules.

At the beginning of and during the season, the coach must keep accurate records regarding any uniforms and equipment issued to athletes, the return of uniforms and equipment from athletes during the season, and the return of all outstanding uniforms and equipment at the end of the season.

Difficulties in retrieving uniforms and equipment from athletes should be reported immediately to the Athletic Director, who will attempt to retrieve any lost or stolen materials. In the event that the uniforms and equipment cannot be located, the student will be placed on the ineligibility list until such time the items are returned, or the school is financially reimbursed for the items.

VARSITY LETTER AWARD CRITERIA

The letter is awarded only to varsity athletes of Little Wolf High School that have displayed a high degree of school citizenship and athletic excellence.

The District sincerely expects that the letter be worn or displayed with personal pride so that the significance of this award will continue to remind others of its true meaning.

1. The athlete must demonstrate team spirit through effort, dedication, and cooperation with team members and coaches.
2. The athlete must complete the season in good standing.
3. The athlete must attend all practices and contests unless excused by the coach prior to the absence.

4. Specific lettering criteria will vary from sport to sport. Honorary awards, with the Athletic Director's approval, can be given in special situations.
5. A letter may be awarded to a senior athlete, with the approval of the Athletic Director, if the senior has participated in the sport for two years at the school without meeting all the criteria for a letter.

WEIGHT TRAINING AND CONDITIONING:

Varsity Head Coaches will provide an in-season weight training program for their sports team to keep athletes performing at their peak strength and speed for the entirety of the season. Studies show that an effective in-season program requires athletes to weight train a minimum of twice per week with a lower weight load than an off-season program by instead focusing on explosiveness. Moving forward it is mandatory that student-athletes weight train two times per week when in-season. This is the Head Coaches' responsibility to make sure this is happening. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.

Varsity Head Coaches will provide an off-season weight training program for their sports team to support athletes in development of their speed and strength when they are not in a sport. The School District of Manawa requires the coach to recommend off-season weight training to their athletes a minimum of three times per week on a program designed by the athletic department. The Varsity Head Coach is expected to work with the Athletic Director to develop this along with a schedule of implementation.

WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)

The School District of Manawa is a member school of the WIAA, which is the governing body for interscholastic athletics in the state of Wisconsin. The following information is made available to all coaches by the WIAA: WIAA Senior High School Handbook, WIAA Season Regulations published for fall, winter and spring sports, and the WIAA Bulletin. Coaches may access the WIAA website at www.wiaawi.org.

Under no circumstances are coaches to contact the WIAA directly without prior clearance by the Athletic Director regarding policy interpretations, rules or procedures. The primary contact for the School District of Manawa is the Athletic Director; and, in certain circumstances, WIAA procedures dictate that the WIAA cannot receive requests directly from coaches.

ACKNOWLEDGEMENT

I _____ (coach's full name) acknowledge that I have received the current 'Coaches Handbook' and understand that it describes the conduct and behavior expected of me as a coach and representative of the School District of Manawa.

Coach Signature

Date

Athletic Director Signature

Date

Principal Signature

Date

District Administrator Signature

Date



Students choosing to excel; realizing their strengths

To: Board of Education
From: Michelle Johnson
Date: July 20, 2023
Re: Additions to the Student Handbook Request

The purpose of this memo is to recommend these additions to the student handbook.

***To be inserted before the truancy clause**

Section 3:

Manawa Middle/Little Wolf High School Attendance Procedure

Unexcused Absences:

Each unexcused absence is communicated with families, discussed with students and the Dean of Student/Administration.

If a student has an unexcused absence for.. then

1- Partial or full day-	Assigned 1 Restorative Lunch Detention
2- Partial or full days-	Assigned 2 Restorative Lunch Detentions
3-Partial or full days	3 Day Attendance Letter is sent home, assigned 2 Restorative Lunch Detentions
4- Partial or full days	Phone call with family and assigned 2 Restorative Lunch Detentions
5- Partial or full days	5 Day Attendance Letter is sent home, attendance meeting with student and family, assigned 3 restorative lunch detentions
Over 5 unexcused	Attendance meeting/contract with student, family, school counselor, officer, Dean of Students, and Administration
7 or more unexcused	7+ Day Attendance Letter is sent home, meeting with attendance team, referred for truancy to District Administrator and county

***Each student situation is determined and reviewed by administration case by case.**

*In addition to this clause:

Violations against school administrative procedures:

Q. Cheating, refusal to follow school rules, disruptive behavior, possession of fireworks, defiance of authority, distribution of inappropriate materials, inappropriate student dress, trespassing, throwing ice/snowballs.

Academic Dishonesty:

Students are expected to do their own work. Copying, cheating, and plagiarizing are not allowed. This includes inappropriate use of artificial intelligence websites or applications to dishonorably complete student work. Staff who assign work which is susceptible to plagiarism are asked to teach the definition of plagiarism and how to avoid it through quotations, citations, and rewording.

Dress Code:

While fashions change, the reason for being in school does not; School District of Manawa is a safe learning environment for all students, first and foremost. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk according to administration, is not permitted. The school recognizes that a student's individual dress is primarily a parental responsibility which should reflect concern for health and safety of the students and others and to school property. When the dress of an individual student constitutes a health or safety problem, seems to be unsuitable for school wear, is a physical danger to any person, or when the student's manner of dress or grooming causes a disruption or disturbance, staff shall take appropriate corrective action.

With these thoughts in mind, School District of Manawa has adopted the following dress code:

1. The principal shall serve as the initial arbiter of student dress and grooming in his/her building;
 - A. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation. (Refer to policy 5511)
2. Students are to dress neatly. Clothing with tears/holes/rips is generally unacceptable.
2. The feet and the body are to be covered. Bare midriff is not permitted. Shorts, dresses, and skirts must be long enough to cover the mid-thigh area.
3. Clothing must not resemble undergarments and provide coverage to the chest and back, waist/midriff and lower back, buttocks, etc.
4. Apparel should not be contrary to any health and safety considerations.
5. Displays of lewd, obscene, profane or vulgar language or images, or promotion of alcohol, tobacco, or other drugs (on T-shirts, etc.) are not acceptable in school or at school functions.

6. All students will refrain from wearing any hats or hoods in school during the school day. Caps will be kept in lockers during the school day.

7. Coats or backpacks will not be worn during the school day. Coats, backpacks, purses, etc., will be kept in lockers during the school day.

Why Weighted GPA?

The purpose of the weighted GPA is to recognize students for the rigor of their academic program as well as their success in that program.

Will Colleges Accept This System?

Yes. Without the indicator of rank, admissions officers will need to look closer at applicants and consider the following:

- Rigor of Curriculum
- Test Scores
- Recommendations
- High School Record
- Talents & Activities
- Personal Essays
- Other Qualifying Factors

Qualifications for Recognition

This system replaces the Laude rank system. Class rank will not be routinely provided to colleges for admissions purposes. The transcript will report the student's cumulative weighted GPA. It rewards students for **completing** designated rigorous courses.

AP Scholar Cord: AP score of 3+

Honors Cord: Weighted GPA of 3.5 to 3.7499

Cum Laude (With honor/distinction):
Weighted GPA of 3.75 to 3.999

Magna Cum Laude (With great honor/distinction): Weighted GPA of 4.0 to 4.2499

Summa Cum Laude (With highest honor/distinction): Weighted GPA of 4.25 or higher

Youth Apprenticeship Cord: All completers

Academic Excellence Scholarship:

Refer to language spelled out in Board Policy 5451.01

Graduation Speakers:

Four seniors will be allowed to speak during the graduation ceremony:

- Valedictorian (student with the highest GPA)
- Salutatorian (student with the second highest GPA)
- The senior class president
- A senior from the highest weighted GPA group selected by the faculty based on scholarship, leadership, service & character

The following is a listing of weighted courses.

- Advanced Placement Courses & CAPP
- English
- American Literature & College Prep
- English
- Economics
- Physics
- Human Biology
- Biology 2
- Chemistry
- Pre Calc/Trigonometry
- Statistics
- Animal Science TC/Ecology TC
- Spanish 3 & 4
- Art 4 (Senior year only, 4th year)
- Band and/or Choir (Senior year only, 4th year)
- Robotics 1 & Robotics 2
- Programming 2
- Furniture & Cabinetry 2 and/or Metals 2
- SMAW & GMAW Welding TC
- All Dual Credit Classes (TC, SCN, FVTC, NWTG, NTC)
- Independent Study
- Youth Apprenticeship

Little Wolf High School

"Home of the Wolves"

New Weighted Grade Scale

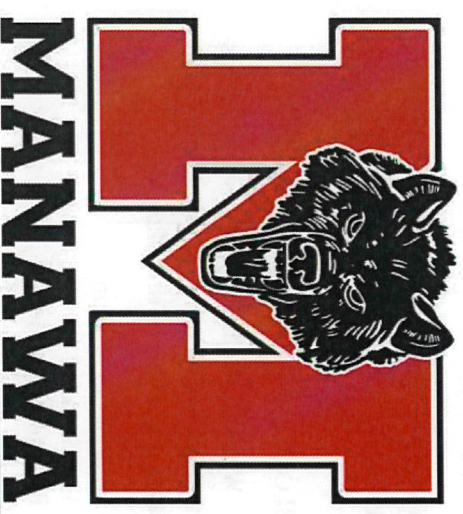
Grade	AP/CAPP	Honors	Un-weighted
A+	5.3	4.8	4.3
A	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B-	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0

Anything below a C grade is below 3.0.

CONCLUSION

"High schools must find a way to make colleges look beyond a student's class rank and make them more aware of student achievements and future potential." (advice from College Board) This system gives colleges a clearer picture of a student's academic rigor & achievement.

The shortcomings of high school class rank are enough to make its statistical use questionable. By using weighted GPA, we can provide post secondary schools with documented information regarding students' academic standing without jeopardizing their chance of admission.



*Graduation
Recognition
Qualifications
2023-2024*

*Little Wolf High School
515 E. Fourth Street
Manawa, WI 54949
(920) 596-5802*